THE Northern Sydney Institute Part of TAFE NSW

Studespace User Guide for Facilitators

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NOTE: MANY OF THE SEPARATE USER GUIDES LINKED IN THIS DOCUMENT MAY REQUIRE AUTHENTICATION TO VIEW. THIS WILL INVOLVE YOU ENTERING YOUR DEC USERNAME AND PASSWORD UPON REQUEST.

Version Control Table	Date of Update	Author
Version 12	8/7/14	Kelly Pickering – People Capability and Development

Legend	
	Perform an Action
	Read Information

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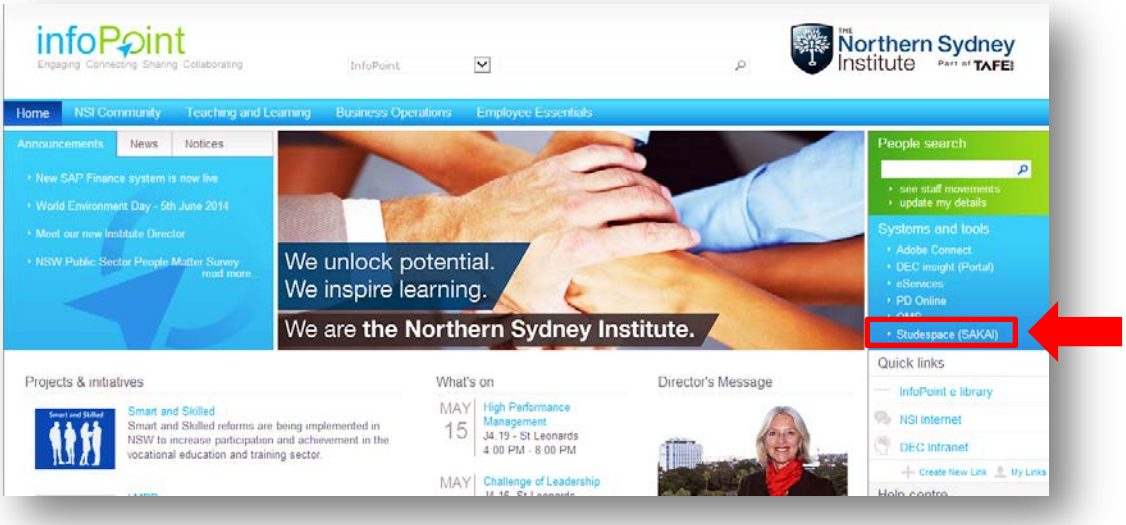
1. How to login to Studespace?

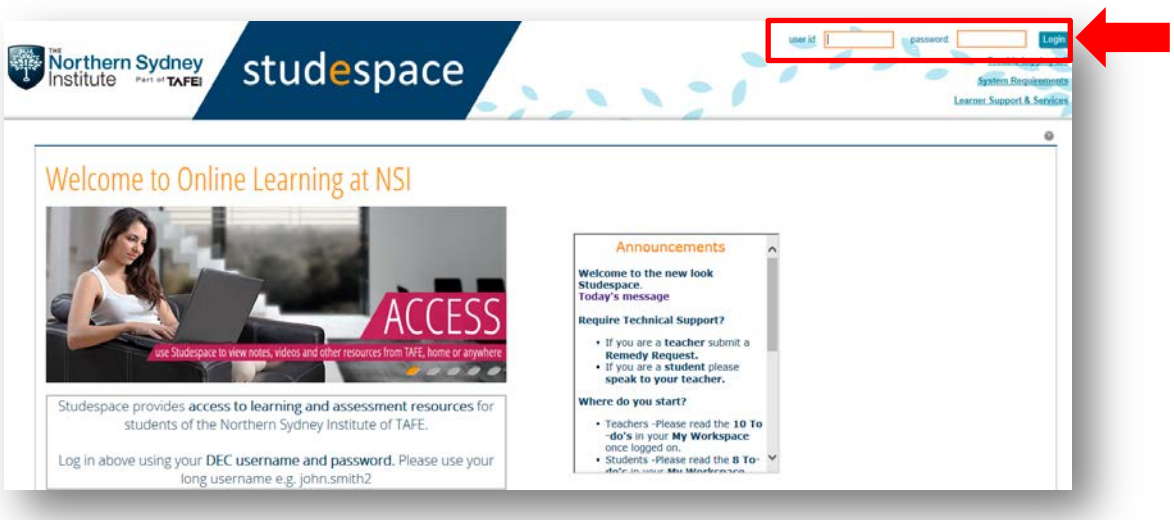
Login at work

- You can access the Studespace login page from the NSI Intranet site.
- ***Note the important information on the Studespace login page.*** Including; announcements about Studespace and links to resources to support students logging in, system requirements and support services.

- Open an internet browser such as Internet Explorer.
- The NSI Intranet will most likely open as the default homepage on work computers. If not, type the following URL to navigate to the Intranet page: http://sp.nsi.det.nsw.edu.au/infopoint/Pages/default.aspx
- Click on the **Studespace (SAKAI)** link under Systems and Tools to the right of the screen.



- This will open the Studespace login page in a new window.
- Enter your DEC username and password (this is your long username e.g. john.smith2) then press the login button.

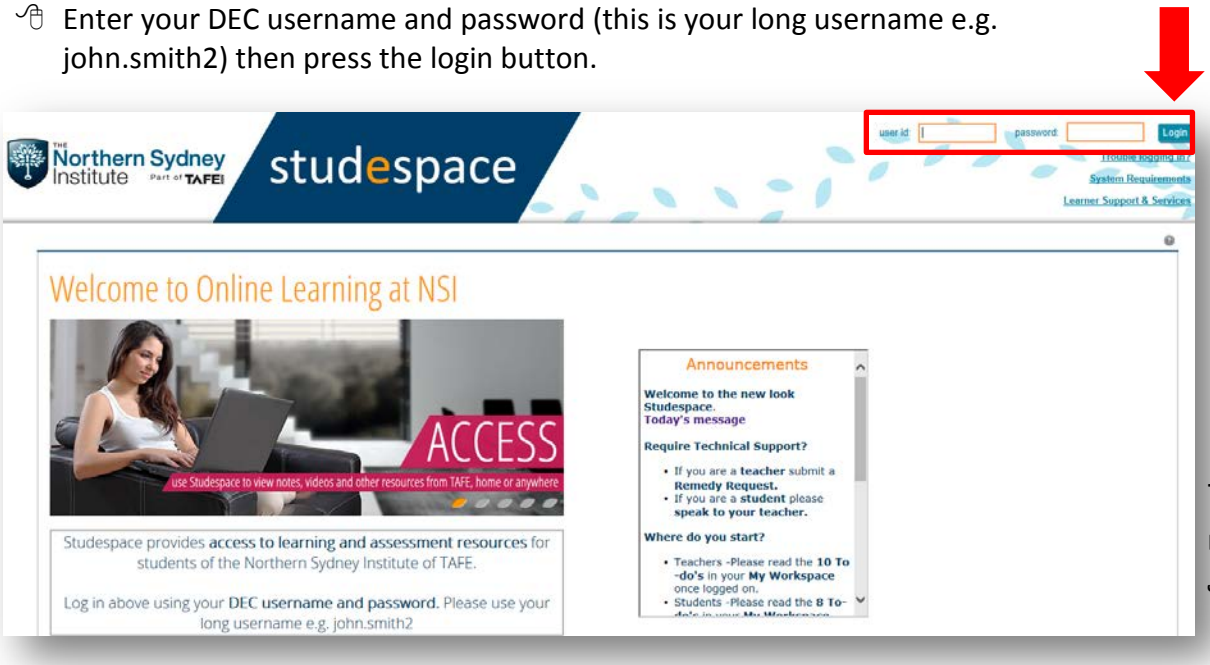

Northern Sydney Institute
Part of TAFE
studespace
user id
password
Login
System Requirements
Learner Support & Services
Welcome to Online Learning at NSI
ACCESS
use Studespace to view notes, videos and other resources from TAFE, home or anywhere
Announcements
Welcome to the new look Studespace.
Today's message
Require Technical Support?
Where do you start?
Studespace provides access to learning and assessment resources for students of the Northern Sydney Institute of TAFE.
Log in above using your DEC username and password. Please use your long username e.g. john.smith2

Login at home

- You can access the Studespace login page from the NSI Internet site.

- Open an internet browser such as Internet Explorer.
- Go to the NSI Internet page: http://www.nsi.tafensw.edu.au/
- Click on the Sign Into link and select the **Studespace (SAKAI)** link.

- This will open the Studespace login page in a new window.
- Enter your DEC username and password (this is your long username e.g. john.smith2) then press the login button.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Announcements
Welcome to the new look Studespace.
Today's message
Require Technical Support?
If you are a teacher submit a Remedy Request.
If you are a student please speak to your teacher.
Where do you start?
Teachers -Please read the 10 To-do's in your My Workspace once logged on.

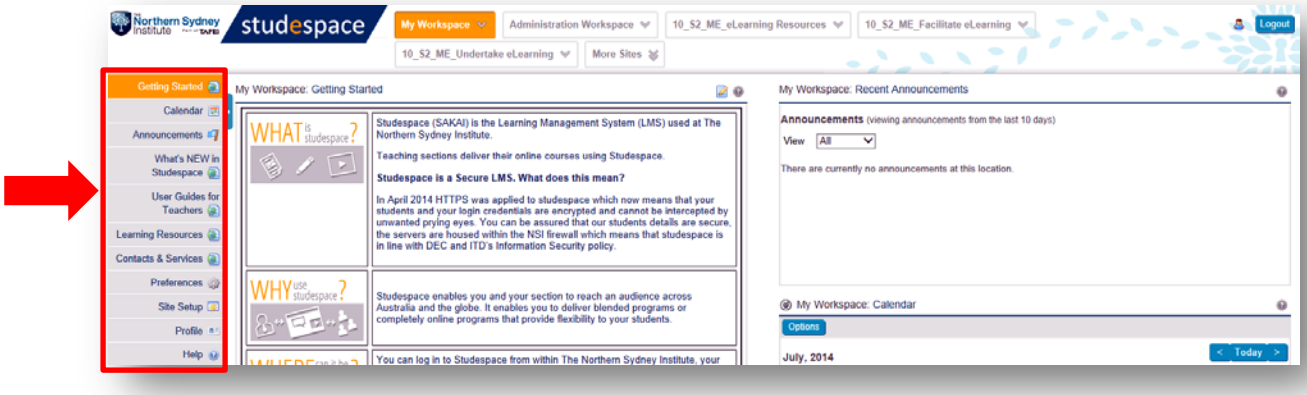
2. My Workspace for Teachers

Getting Started

- When logging into Studespace all Facilitators will arrive at their **My Workspace**.

- The My Workspace has an extensive list of resources to support teachers in using Studespace for teaching and learning. Such as user guides for teachers, learning resources and contacts and services.

- To access the resources in the My Workspace click on the links in the left hand menu.


Northern Sydney Institute
studespace
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10_S2_ME_Facilitate eLearning
10_S2_ME_Undertake eLearning
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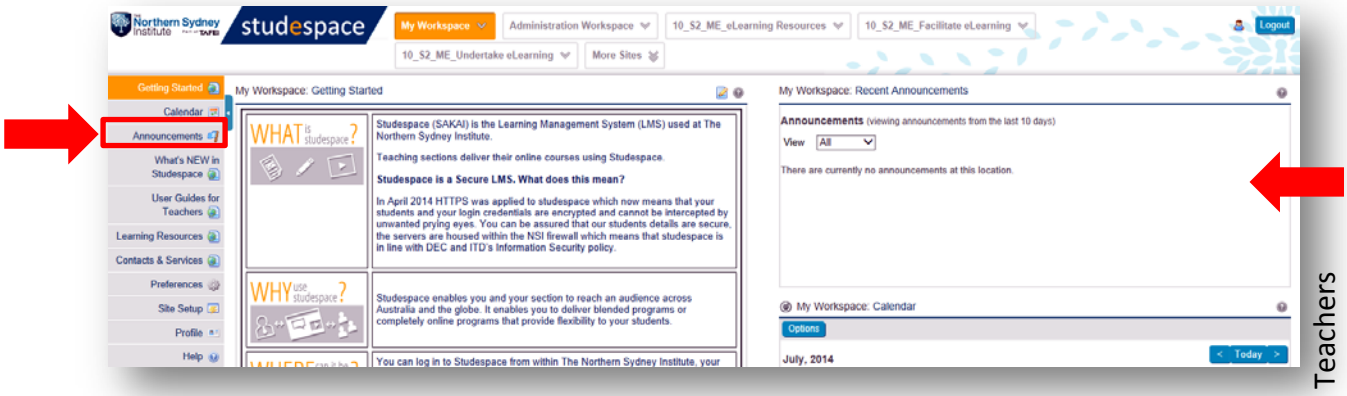
Getting Started
Calendar
Announcements
What's NEW in Studespace
User Guides for Teachers
Learning Resources
Contacts & Services
Preferences
Site Setup
Profile
Help
My Workspace: Getting Started
WHAT is studespace?
Studespace (SAKAI) is the Learning Management System (LMS) used at The Northern Sydney Institute.
Teaching sections deliver their online courses using Studespace.
Studespace is a Secure LMS. What does this mean?
In April 2014 HTTPS was applied to studespace which now means that your students and your login credentials are encrypted and cannot be intercepted by unwanted prying eyes. You can be assured that our students details are secure, the servers are housed within the NSI firewall which means that studespace is in line with DEC and ITD's Information Security policy.
WHY use studespace?
Studespace enables you and your section to reach an audience across Australia and the globe. It enables you to deliver blended programs or completely online programs that provide flexibility to your students.
You can log in to Studespace from within The Northern Sydney Institute, your
My Workspace: Recent Announcements
Announcements (viewing announcements from the last 10 days)
View All
There are currently no announcements at this location.
My Workspace: Calendar
Options
July, 2014
Today

Announcements

- Important announcements regarding the Studespace environment will be posted to the My Workspace.
- It is important for all Facilitators to view announcements regularly.

- To access the announcements refer to the posts via the space on the right side of the screen or by clicking on the **Announcements** link in the left hand menu.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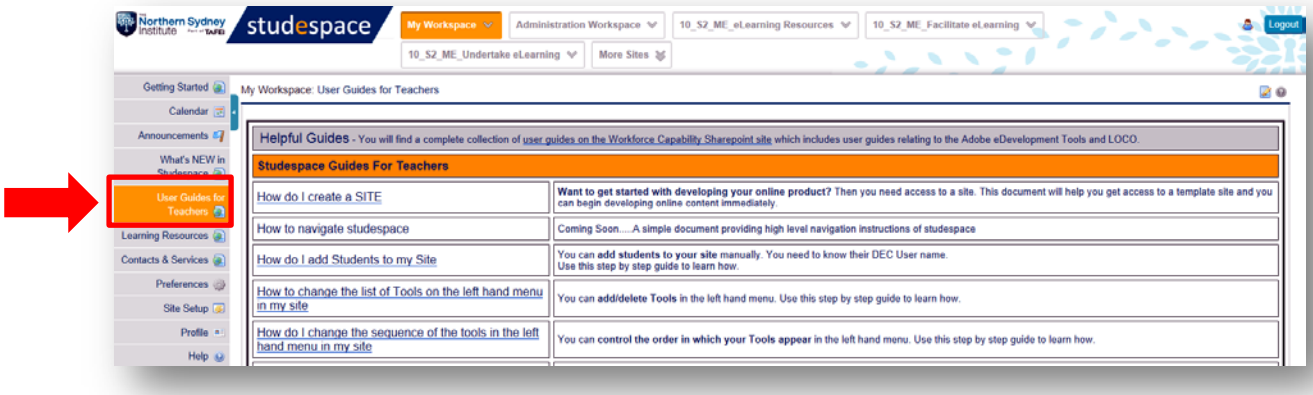
User Guides for Teachers

- An extensive library of user guides for Teachers are available in the My Workspace.
- Reference these guides when using Studespace for teaching and learning.
- Please also note the System Requirements for Studespace document. This will be essential for a successful student learning experience.

- To access the user guides click on the **User Guides for Teachers** link in the left hand menu.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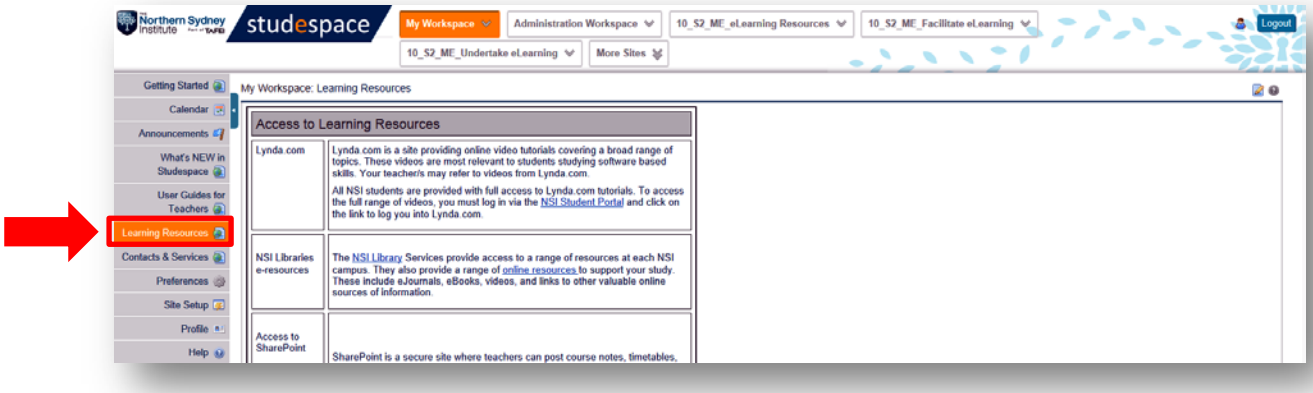
My Workspace: User Guides for Teachers
Helpful Guides - You will find a complete collection of user guides on the Workforce Capability Sharepoint site which includes user guides relating to the Adobe eDevelopment Tools and LOCO.
Studespace Guides For Teachers
How do I create a SITE
Want to get started with developing your online product? Then you need access to a site. This document will help you get access to a template site and you can begin developing online content immediately.
How to navigate studespace
Coming Soon....A simple document providing high level navigation instructions of studespace
How do I add Students to my Site
You can add students to your site manually. You need to know their DEC User name. Use this step by step guide to learn how.
How to change the list of Tools on the left hand menu in my site
You can add/delete Tools in the left hand menu. Use this step by step guide to learn how.
How do I change the sequence of the tools in the left hand menu in my site
You can control the order in which your Tools appear in the left hand menu. Use this step by step guide to learn how.

Learning Resources

- A series of links to resources that can be used for online learning development and facilitation.

- To access the learning resources click on the **Learning Resources** link in the left hand menu.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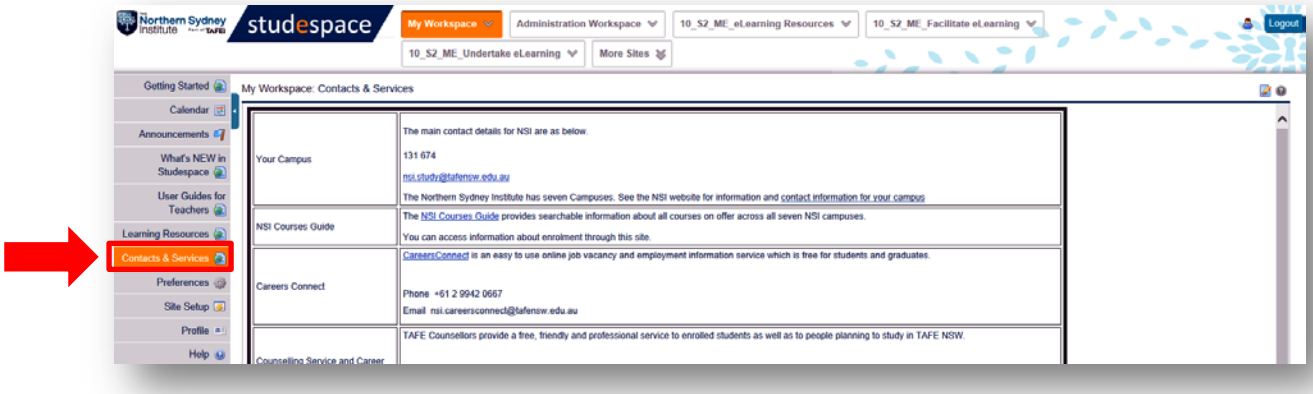
My Workspace: Learning Resources
Access to Learning Resources
Lynda.com
Lynda.com is a site providing online video tutorials covering a broad range of topics. These videos are most relevant to students studying software based skills. Your teacher/s may refer to videos from Lynda.com.
All NSI students are provided with full access to Lynda.com tutorials. To access the full range of videos, you must log in via the NSI Student Portal and click on the link to log you into Lynda.com.
NSI Libraries e-resources
The NSI Library Services provide access to a range of resources at each NSI campus. They also provide a range of online resources to support your study. These include eJournals, eBooks, videos, and links to other valuable online sources of information.
Access to SharePoint
SharePoint is a secure site where teachers can post course notes, timetables,

Contacts and Services

- A list of key contacts and services to maximise your online teaching and learning.
- Use these contacts and services to support student learning.

- To access the contacts and services click on the **Contacts & Services** link in the left hand menu.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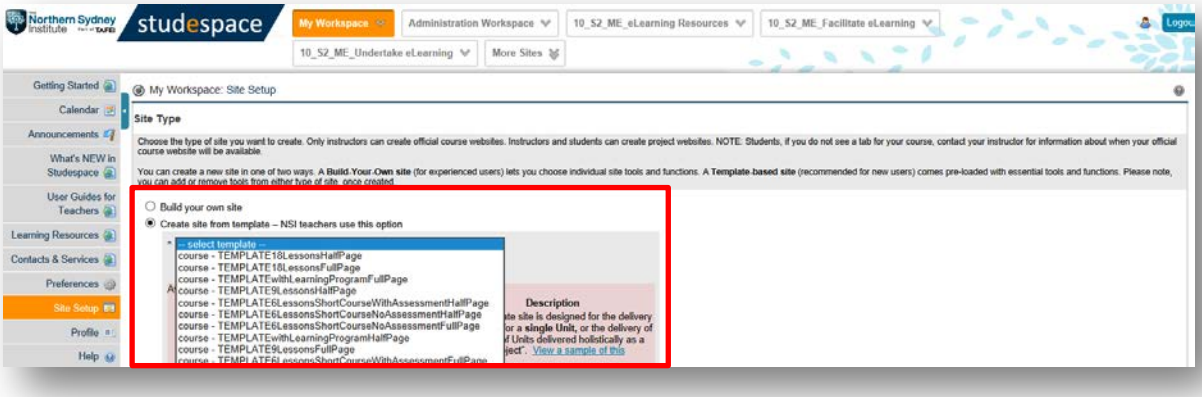
Your Campus
The main contact details for NSI are as below.
131 674
nsi.study@tafensw.edu.au
The Northern Sydney Institute has seven Campuses. See the NSI website for information and contact information for your campus
NSI Courses Guide
The NSI Courses Guide provides searchable information about all courses on offer across all seven NSI campuses.
You can access information about enrolment through this site.
Careers Connect
CareersConnect is an easy to use online job vacancy and employment information service which is free for students and graduates.
Phone +61 2 9942 0667
Email nsi.careersconnect@tafensw.edu.au
TAFE Counsellors provide a free, friendly and professional service to enrolled students as well as to people planning to study in TAFE NSW.

Site Set-up and creating new sites

- The site set-up tool is used to create new Studespace course sites.
- New sites can be created in two (2) ways, either a build your own site (for experienced users) or from a template.
- There are various templates that can be used to create a new site. The templates range from half to full page, including a Learning Program or Lesson Builder tools, assessment tools or no assessment and short style courses.
- The templates are a starting point and can be further customised by using the **Site Editor Tool**. Click here for instructions on how to change the tools in the left hand menu in a separate user guide.

- To create new sites go to the **My Workspace** – **Site Set-up** – and click the **New** button.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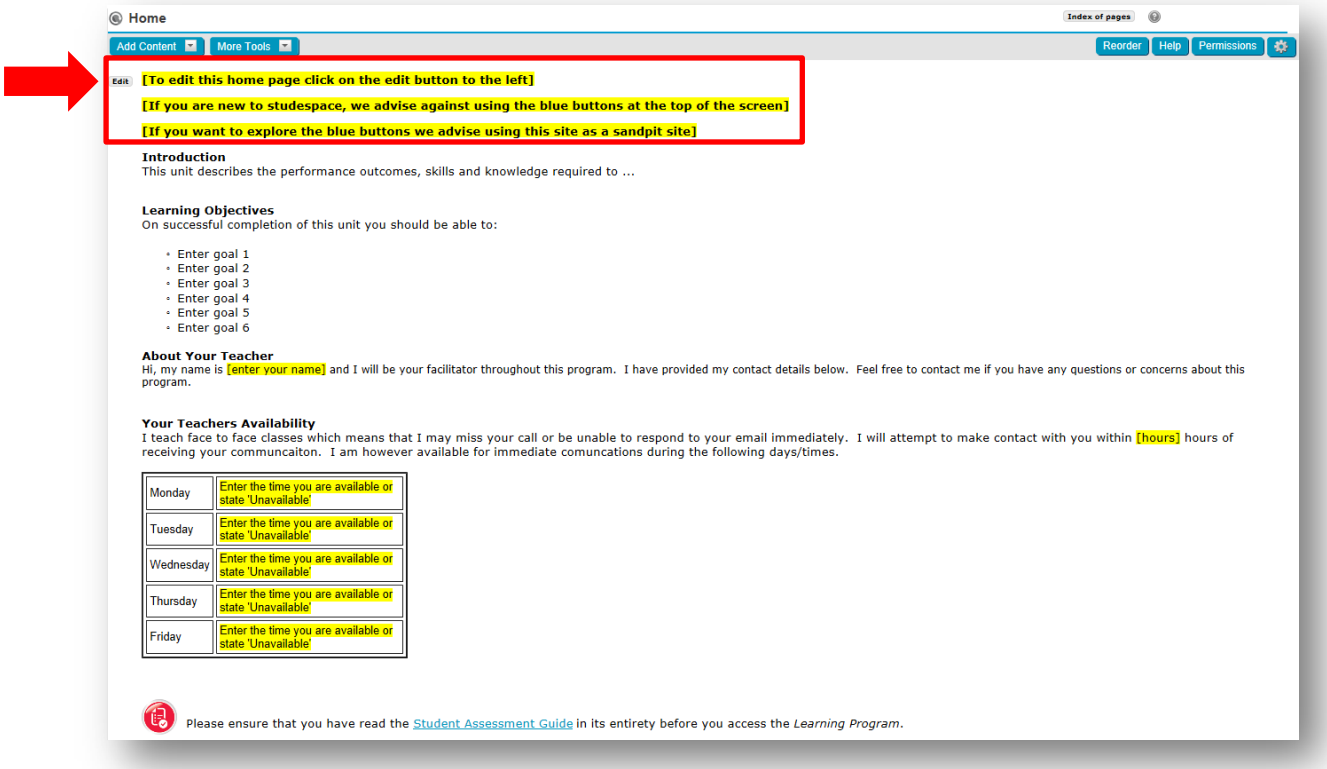
My Workspace: Site Setup
Site Type
Choose the type of site you want to create. Only instructors can create official course websites. Instructors and students can create project websites. NOTE: Students, if you do not see a tab for your course, contact your instructor for information about when your official course website will be available.
You can create a new site in one of two ways. A Build-Your-Own site (for experienced users) lets you choose individual site tools and functions. A Template-based site (recommended for new users) comes pre-loaded with essential tools and functions. Please note, you can add or remove tools from either type of site, once created.
Build your own site
Create site from template – NSI teachers use this option
-- select template --
course - TEMPLATE18LessonsHalfPage
course - TEMPLATE18LessonsFullPage
course - TEMPLATEwithLearningProgramFullPage
course - TEMPLATE9LessonsHalfPage
course - TEMPLATE6LessonsShortCourseWithAssessmentHalfPage
course - TEMPLATE6LessonsShortCourseNoAssessmentHalfPage
course - TEMPLATE6LessonsShortCourseNoAssessmentFullPage
course - TEMPLATEwithLearningProgramHalfPage
course - TEMPLATE9LessonsFullPage
Description

- When developing a new site from a template the homepage (first page all users arrive at) will contain a specific template with instructions on how to edit and customise for your course requirements.

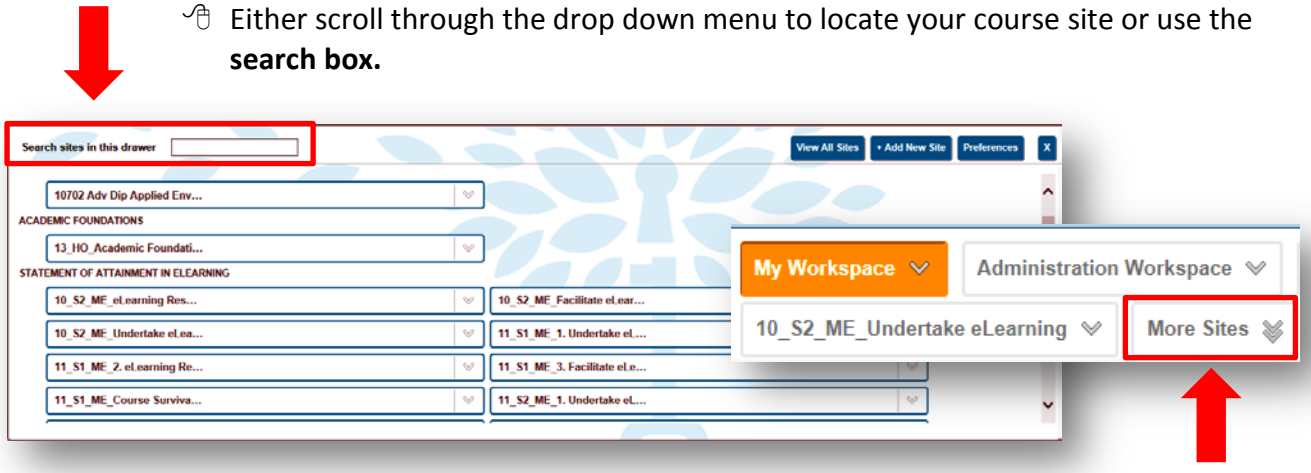

Home
Index of pages
Add Content
More Tools
Reorder
Help
Permissions
Edit
[To edit this home page click on the edit button to the left]
[If you are new to studespace, we advise against using the blue buttons at the top of the screen]
[If you want to explore the blue buttons we advise using this site as a sandpit site]
Introduction
This unit describes the performance outcomes, skills and knowledge required to ...
Learning Objectives
On successful completion of this unit you should be able to:
Enter goal 1
Enter goal 2
Enter goal 3
Enter goal 4
Enter goal 5
Enter goal 6
About Your Teacher
Hi, my name is [enter your name] and I will be your facilitator throughout this program. I have provided my contact details below. Feel free to contact me if you have any questions or concerns about this program.
Your Teachers Availability
I teach face to face classes which means that I may miss your call or be unable to respond to your email immediately. I will attempt to make contact with you within [hours] hours of receiving your communcaiton. I am however available for immediate comuncations during the following days/times.
Monday
Enter the time you are available or state 'Unavailable'
Tuesday
Enter the time you are available or state 'Unavailable'
Wednesday
Enter the time you are available or state 'Unavailable'
Thursday
Enter the time you are available or state 'Unavailable'
Friday
Enter the time you are available or state 'Unavailable'
Please ensure that you have read the Student Assessment Guide in its entirety before you access the Learning Program.

- For detailed instructions on how to create a new Studespace course site using a template click here to follow the steps outlined in a separate user guide.

3. My sites

How to find and access my sites?

- When logging into Studespace all Facilitators will arrive at their **My Workspace.**
- All course sites are listed via a drop down menu from the top of the screen.
- The menu of course sites has a search feature for a quick way to find sites.
- To access a list of your course sites click on the **More Sites** tab at the top of the screen.
- Either scroll through the drop down menu to locate your course site or use the **search box.**

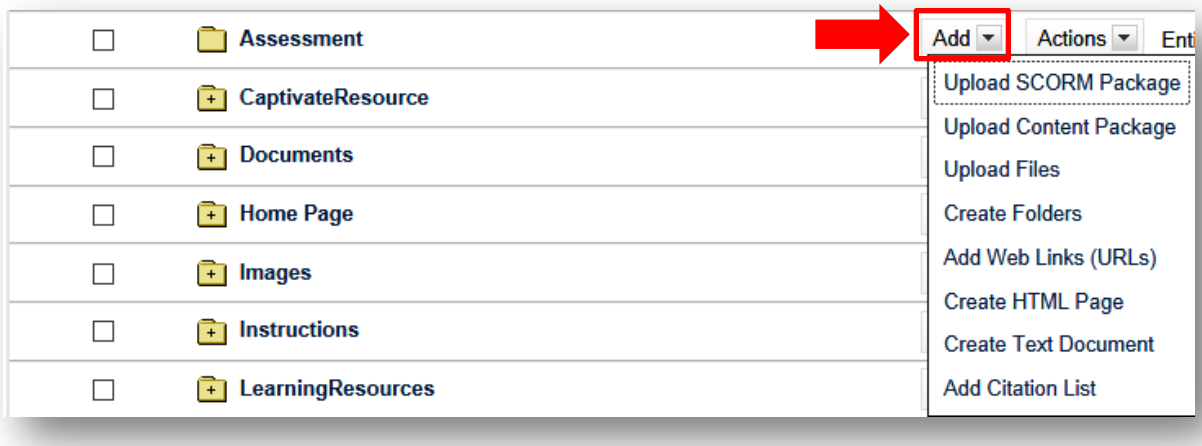


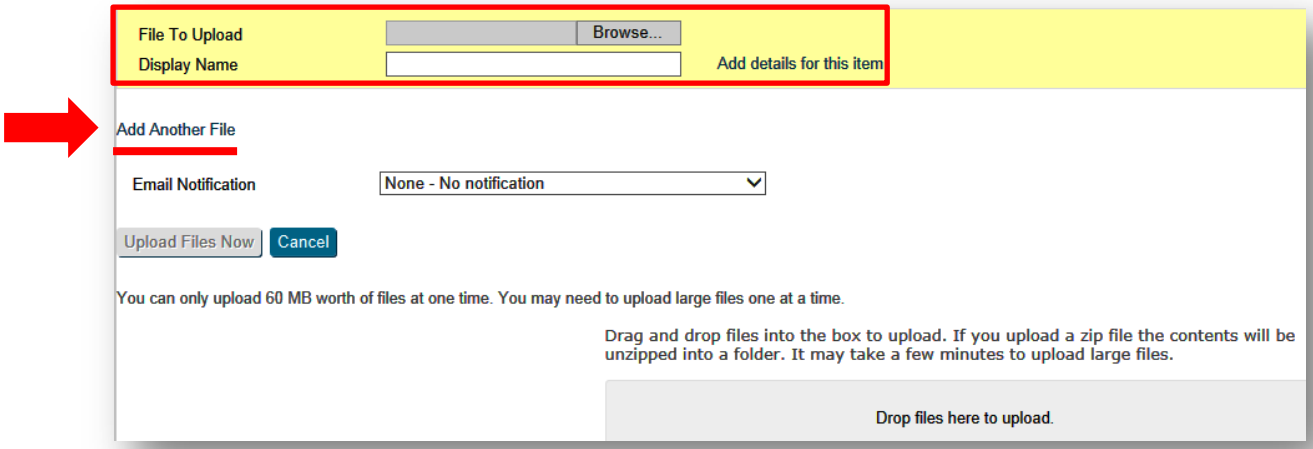
How to add resources to my site?

- Each Faculty has a separate Studespace site for storing and managing resources. These sites are called Repositories.
- When adding resources to be shared with students in Studespace they will need to be uploaded to the appropriate **Faculty Repository.**
- Your Faculty Repository will be located in your list of course sites. If you don't have access to your Faculty Repository then you can join and become a member of the site. To search and join a site follow the steps below:
    1. Go to the **My Workspace**
    2. Select the **Site Membership** tool
    3. Click on the **Joinable Sites** link
    4. Search for the Faculty Repository name by typing it in the search box
    5. Click the **Search** button
    6. Select the **Join** link under the name of the site
    7. Go to the **More Sites** and search for the site in your list

- Go to your Faculty Repository site.
- Click on the **Resources** link in the left hand tool list.
- Navigate through the folders/directory of Industry sectors for that Faculty and again through the qualification folders until arriving at your relevant qualification.
- If within the qualification folder the unit of competency folder doesn't exist then click on the Add button and create a new folder.
    - ***Note when adding new folders (even document files) and naming them it is imperative that camel casing is used. E.g. ApplySafeWorkPractices. No spaces can be left between words and capital letters must be applied to each new word.***

- When in the appropriate unit folder click the **Add** button and select the type of material you want to upload, such as a file, html page, web link (URL) or text document etc.
    - ***Note that more than one resource can be uploaded in one attempt and the maximum file size limit for an individual item is 60MB.***
- Enter any information required depending on the type of material being uploaded.

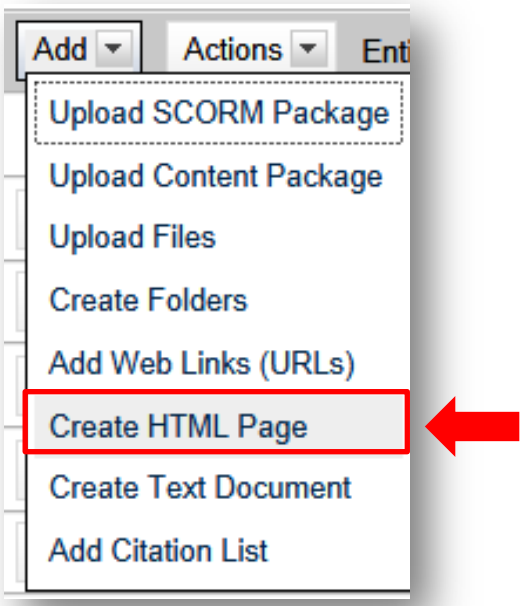



File To Upload
Browse...
Display Name
Add details for this item
Add Another File
Email Notification
None - No notification
Upload Files Now
Cancel
You can only upload 60 MB worth of files at one time. You may need to upload large files one at a time.
Drag and drop files into the box to upload. If you upload a zip file the contents will be unzipped into a folder. It may take a few minutes to upload large files.
Drop files here to upload.

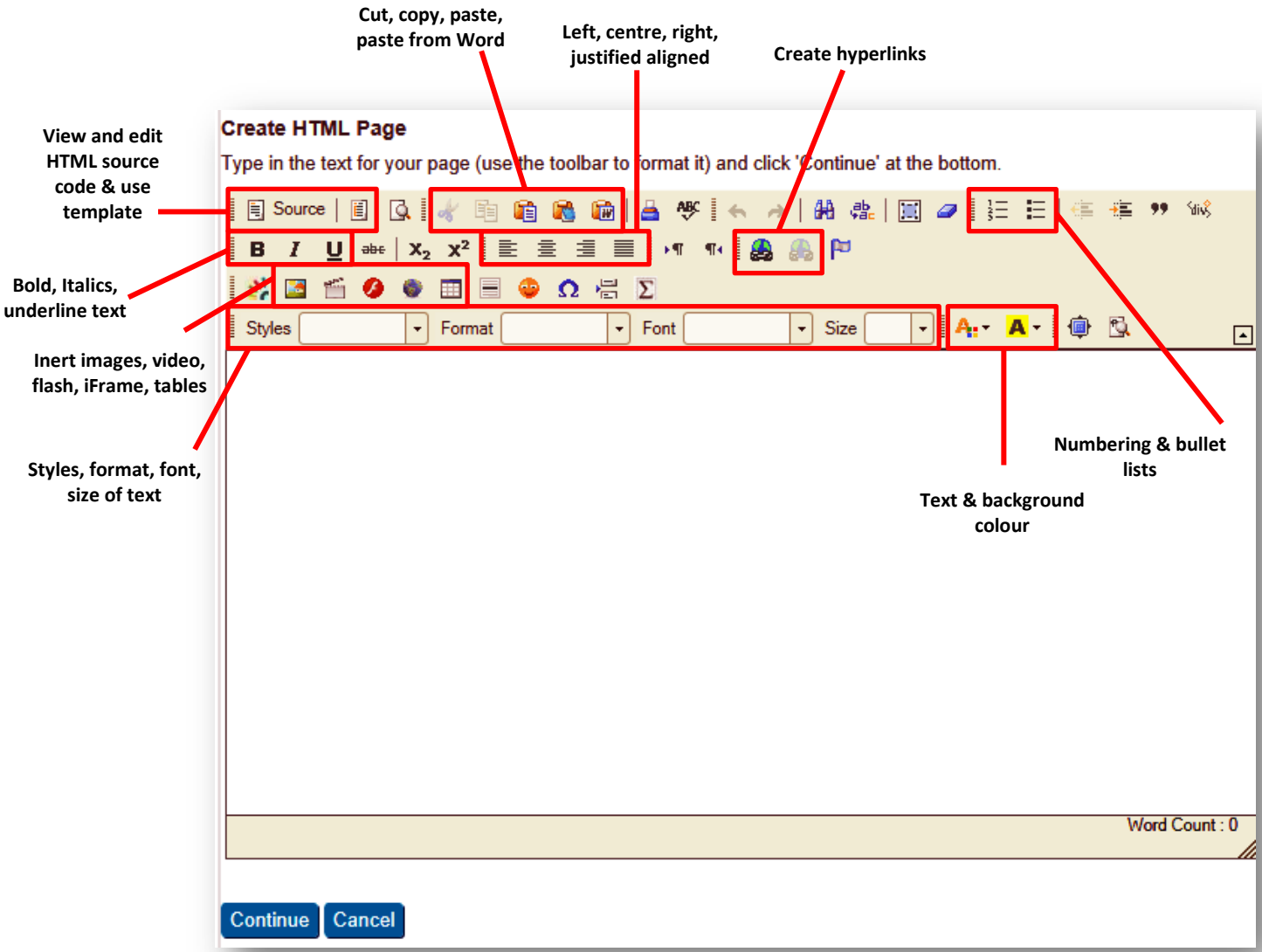
- Once the material is uploaded, to add more information about the resources (copyright information, the date to make this resource available to others, etc.), go to the **Actions** button opposite the resource and click on **Edit/View Details** in the drop down of choices.
- Scroll through the screen and fill out the appropriate fields.
- Then click the **Update** button at the bottom of the window.

- For instructions on how to upload multiple resources or content packages simultaneously, such as LOCO's, Adobe Captivates and Adobe Presenters, click here to follow the steps outlined in a separate user guide.

- To create a HTML page, select the **Add** button and click on the **Create HTML page** link.
- Use the HTML editor box to create your content using the icons and tools available.
- Click the **Continue** button and fill out the appropriate fields of information including a name for the page *(note to use camel casing when naming the file)*.
- Click the **Finish** button to save the page.



Below are some of the popular development tools available in the HTML editor:


Cut, copy, paste, paste from Word
Left, centre, right, justified aligned
Create hyperlinks
View and edit HTML source code & use template
Bold, Italics, underline text
Inert images, video, flash, iFrame, tables
Styles, format, font, size of text
Numbering & bullet lists
Text & background colour
Create HTML Page
Type in the text for your page (use the toolbar to format it) and click 'Continue' at the bottom.
Source
Styles
Format
Font
Size
Word Count : 0
Continue
Cancel

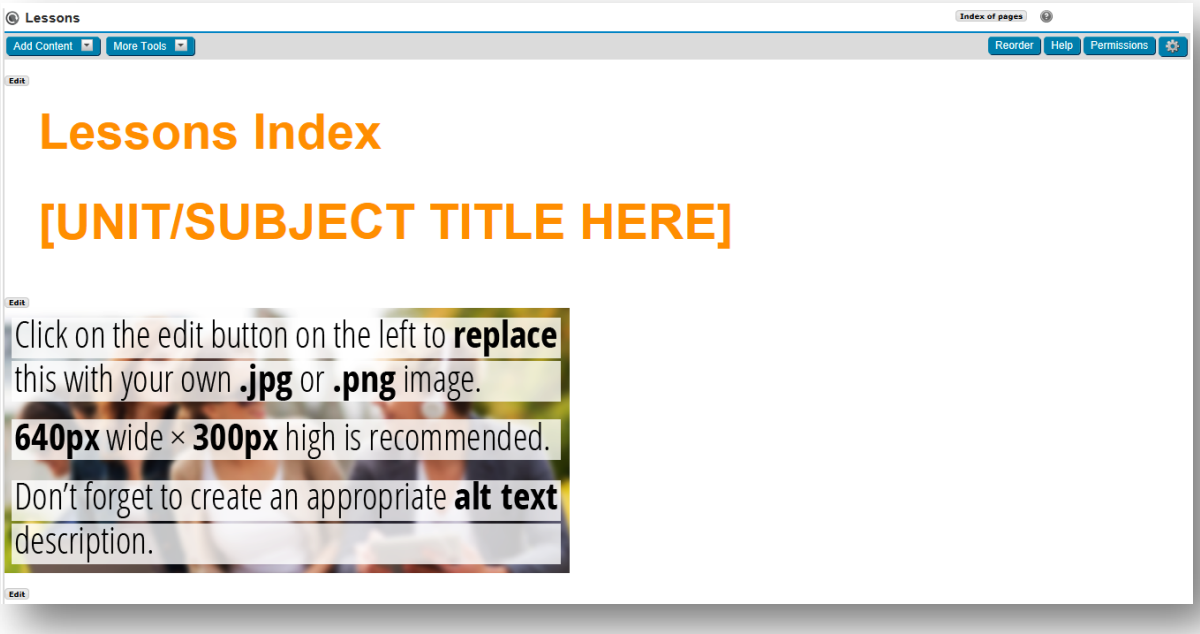
4. How to build lessons in a site?

Lesson Builder

- The Lesson Builder tool lets facilitators create sequenced content that can include text, rich media such as video and activities from a variety of other site tools.
- Multiple instances of the tool can be added to a site and will appear in the left hand menu as web links. The name of the Lesson Builder instance can be changed to suit a unit, module or week etc.
- A Lesson Builder instance can be linked to multiple subpages, with several navigation options for users.
- Pages can be hidden in Lesson Builder. The title or name of the tool can display but access denied for a specified time period.
- Items and pages can be organized in any order, via drag-and-drop reordering.
- When adding content to a page, links can be made to existing resources or new ones created, which are automatically added to a folder in Resources labelled with the name of that page.
- A player is provided for video files; YouTube videos can be embedded in pages by supplying links instead of embed codes.
- Content can be uploaded in zip files. Content in IMS Common Cartridge format can be imported and exported.
- There is integration with Assignments, Discussion Forums, Forums, and Test & Tasks; linking existing assignments, discussion topics, and assessments, which students access from within Lesson Builder. Facilitators can also create and edit new items for these other tools from within Lesson Builder.
- Comment areas can be inserted in pages and facilitators opt to make all comments anonymous; they can also insert questions, in either multiple choice or short answer format.
- Student content sections can be added to pages, so students may create their own pages incorporating text and other content. Facilitators can opt to include comment areas in student pages, as well as rubrics for peer reviews.
- Result tool items can be automatically created for comment areas, questions, and student content sections, as well as for pages.
- Group awareness where facilitators can set items to be accessible only to certain groups, and they can also grade student content by groups.
- Facilitators can set requirements for allowing navigation between items and pages; the requirement can be an action taken, such as submitting an assignment, or a specified minimum grade.
- When creating a new site from a template you can choose a template with the Lesson Builder tool included. A Lesson Builder template with instructions will be included.

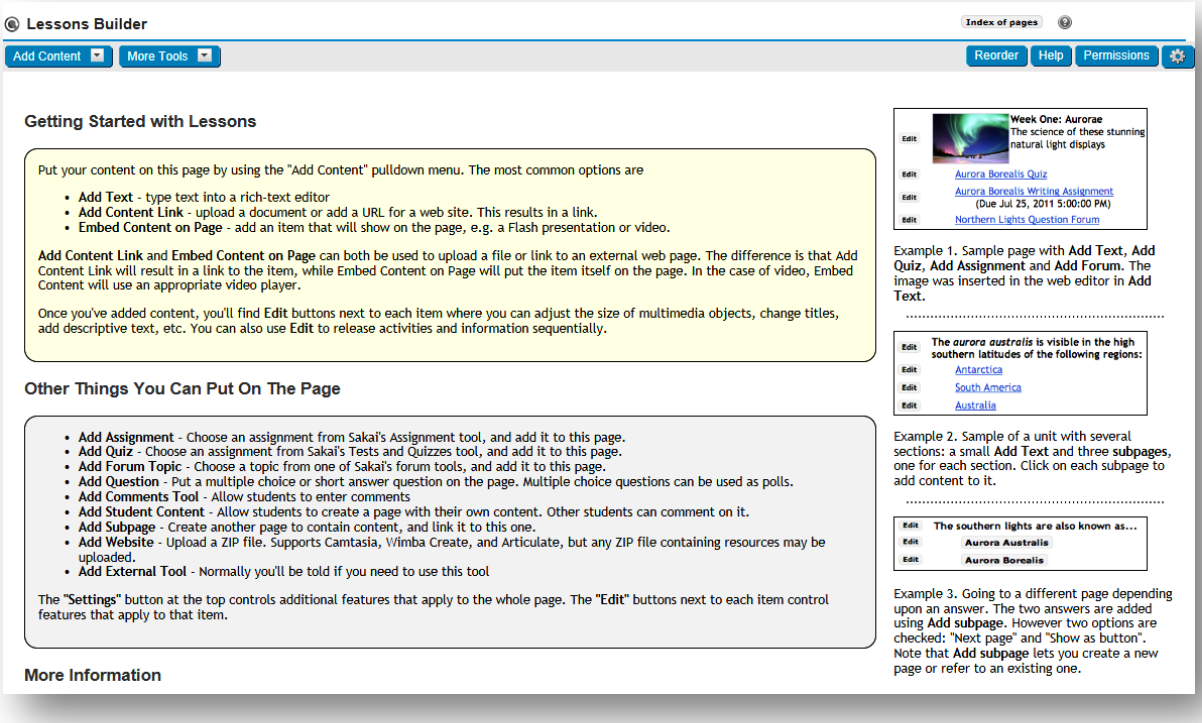
- ***Important Notes:***
  - ***There are numerous Lesson Builder templates available when creating a new site.***
  - ***There are half page and full page Lesson Builder Templates.***
  - ***The templates have instructional design and style principles applied and are the recommended option when using the tool.***
  - ***Lesson Builder instances cannot be duplicated.***
  - ***Lesson Builder links in the left hand tool menu can be easily deleted by unselecting them in the Edit Tools list of the Site Editor. Ensure careful selection of tools when removing from a site as a Lesson Builder instance cannot be recovered once deleted.***

- For instructions on how to use a Lesson Builder template when creating a new site click here to learn in a separate user guide.



- Alternatively the Lesson Builder tool can be added to a new or existing site without using a template.

- For instructions on how to add the Lesson Builder tool to a course site click here to learn how to change the tools in the left hand menu in a separate user guide.
- When creating a Lesson Builder instance without a template the initial page will include instructions about how to get started developing content.

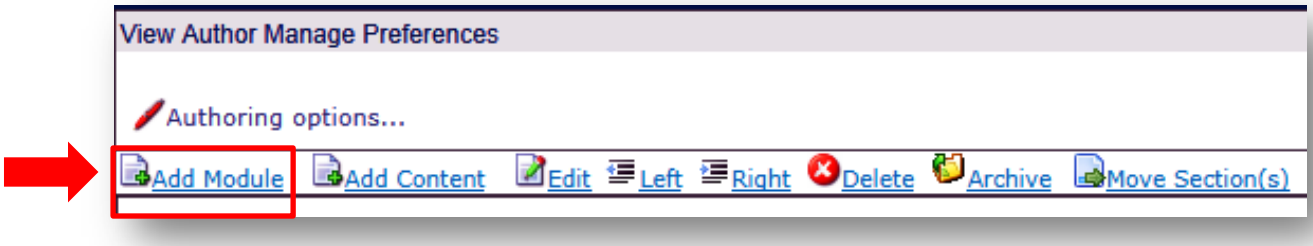

Lessons Builder
Index of pages
Add Content
More Tools
Reorder
Help
Permissions
Getting Started with Lessons
Put your content on this page by using the "Add Content" pulldown menu. The most common options are
Add Text - type text into a rich-text editor
Add Content Link - upload a document or add a URL for a web site. This results in a link.
Embed Content on Page - add an item that will show on the page, e.g. a Flash presentation or video.
Add Content Link and Embed Content on Page can both be used to upload a file or link to an external web page. The difference is that Add Content Link will result in a link to the item, while Embed Content on Page will put the item itself on the page. In the case of video, Embed Content will use an appropriate video player.
Once you've added content, you'll find Edit buttons next to each item where you can adjust the size of multimedia objects, change titles, add descriptive text, etc. You can also use Edit to release activities and information sequentially.
Other Things You Can Put On The Page
Add Assignment - Choose an assignment from Sakai's Assignment tool, and add it to this page.
Add Quiz - Choose an assignment from Sakai's Tests and Quizzes tool, and add it to this page.
Add Forum Topic - Choose a topic from one of Sakai's forum tools, and add it to this page.
Add Question - Put a multiple choice or short answer question on the page. Multiple choice questions can be used as polls.
Add Comments Tool - Allow students to enter comments
Add Student Content - Allow students to create a page with their own content. Other students can comment on it.
Add Subpage - Create another page to contain content, and link it to this one.
Add Website - Upload a ZIP file. Supports Camtasia, Wimba Create, and Articulate, but any ZIP file containing resources may be uploaded.
Add External Tool - Normally you'll be told if you need to use this tool
The "Settings" button at the top controls additional features that apply to the whole page. The "Edit" buttons next to each item control features that apply to that item.
More Information
Week One: Aurorae
The science of these stunning natural light displays
Aurora Borealis Quiz
Aurora Borealis Writing Assignment
(Due Jul 25, 2011 5:00:00 PM)
Northern Lights Question Forum
Example 1. Sample page with Add Text, Add Quiz, Add Assignment and Add Forum. The image was inserted in the web editor in Add Text.
The aurora australis is visible in the high southern latitudes of the following regions:
Antarctica
South America
Australia
Example 2. Sample of a unit with several sections: a small Add Text and three subpages, one for each section. Click on each subpage to add content to it.
The southern lights are also known as...
Aurora Australis
Aurora Borealis
Example 3. Going to a different page depending upon an answer. The two answers are added using Add subpage. However two options are checked: "Next page" and "Show as button". Note that Add subpage lets you create a new page or refer to an existing one.

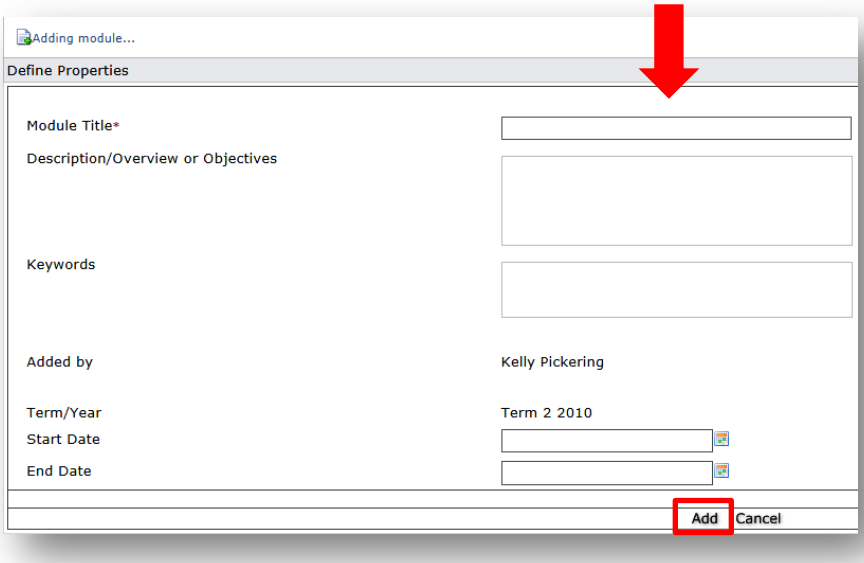
- Click here for instructions about working with Lesson Builder pages.
- Click here for instructions about creating content in Lesson Builder pages.
- Click here for instructions about working with student content.
- Click here for instructions about importing and exporting Lesson Builder content.
- Click here for instructions about setting permissions in Lesson Builder.
- Click here for instructions about students using Lesson Builder.

Learning Program

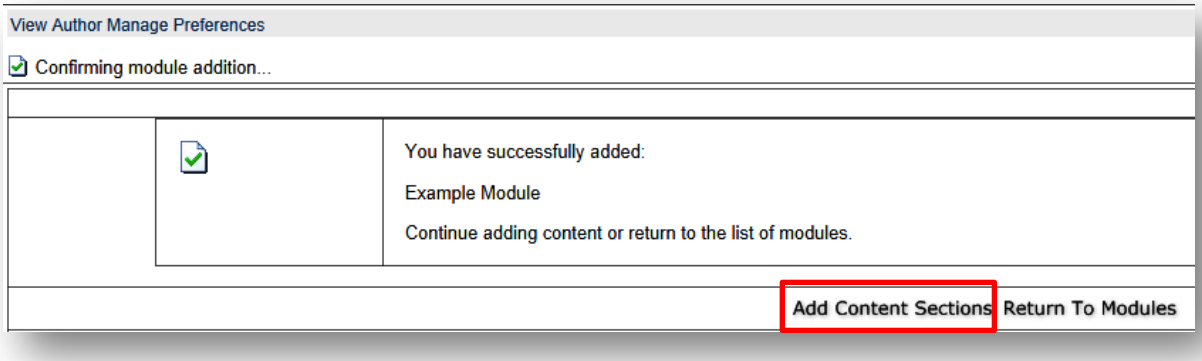
- The **Learning Program** tool can contain both learning materials and information about where students can locate the Assessment Tasks.
- Content is presented in a table of contents made up of **Modules and Content.**
- Content can be created by building HTML pages, linking to URL's or files in the Repository.
- Learning resources can be accessed by students using the **NEXT** and **PREV** buttons.
- A Learning Program can be created manually by adding Modules and Content.
- When creating a new site from a template you can choose a template with the Learning Program tool included.
- For instructions on how to add the Learning Program tool to a course site click here to learn how to change the tools in the left hand menu in a separate user guide.

- To create a Learning Program manually, click on the **Learning Program** link in the left hand menu to open the tool.
- Click on **Add Module.**
- Give the module a title and complete the required fields and click the **Add** button.





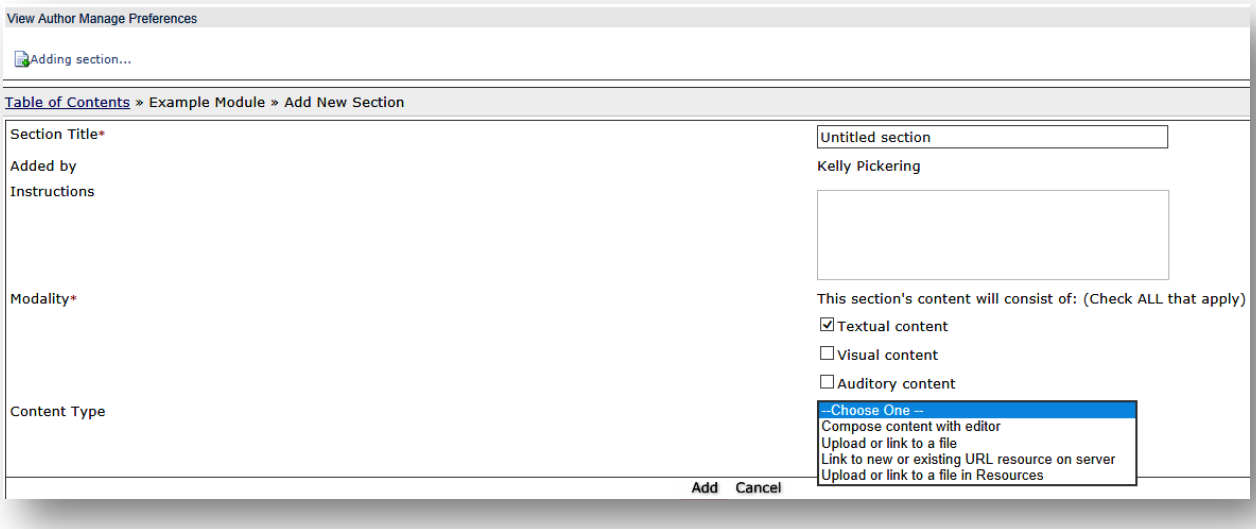
- Once having added the module you will then need to add a content section. Click on the **Add Content Sections** link.


View Author Manage Preferences
Confirming module addition...
You have successfully added:
Example Module
Continue adding content or return to the list of modules.
Add Content Sections
Return To Modules

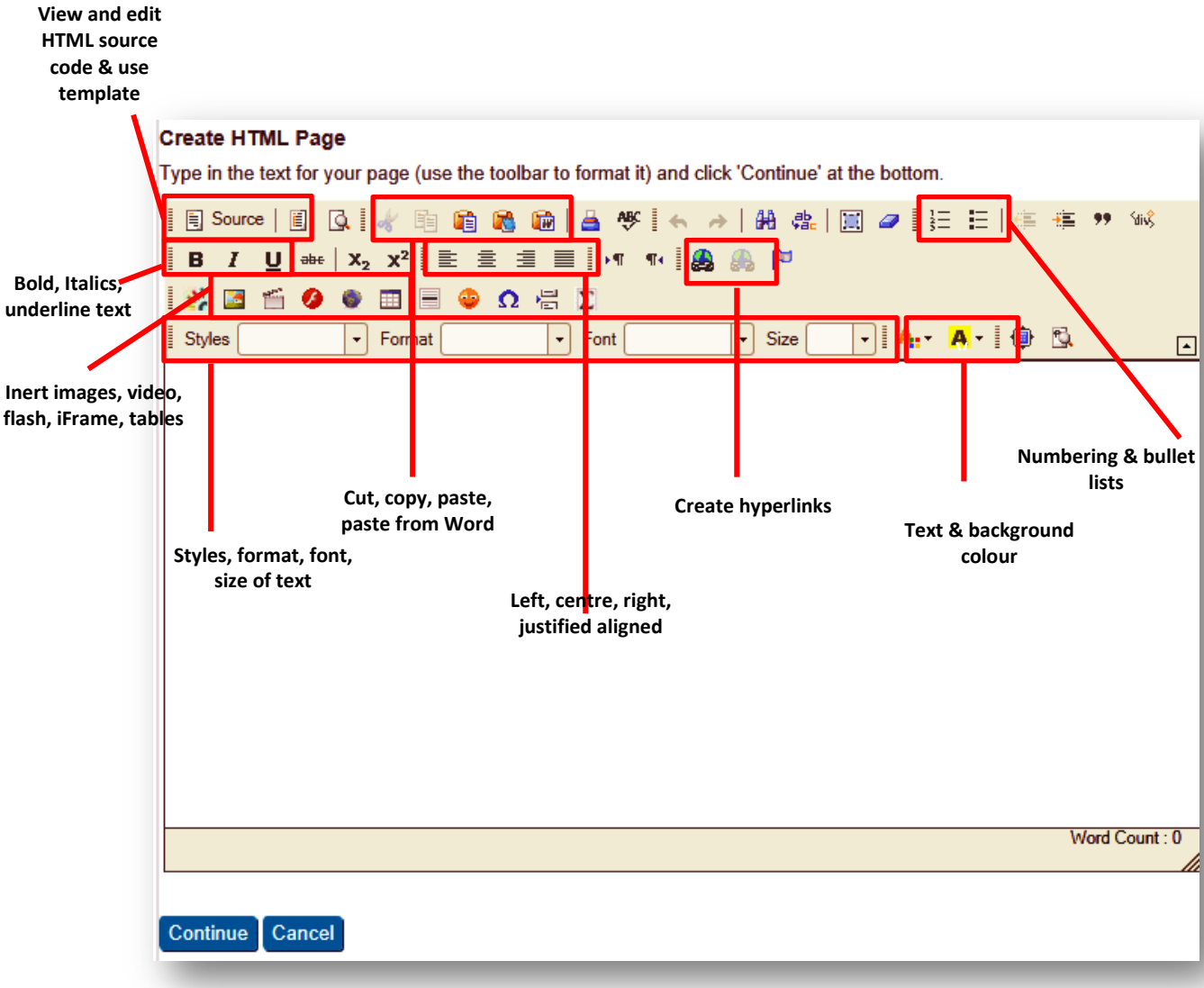
- Give the section a title.
- Provide instructions to students regarding the section (note there is a character limit).
- Then choose a content type from the following options:
  - **Compose with Content Editor** – provides editing tools to create a HTML Page
  - **Upload or link to a file** – allows you to link to a local file as a hyperlink on the page
  - **Link to new or existing URL resource on server** – allows you to link to a URL on file as a hyperlink on the page

- **Upload or link to a file in Resources** – allows you to link to a file in Resources/Faculty Repository. You also have the option of uploading the file into the Resources/Faculty Repository area if you have not done so already.

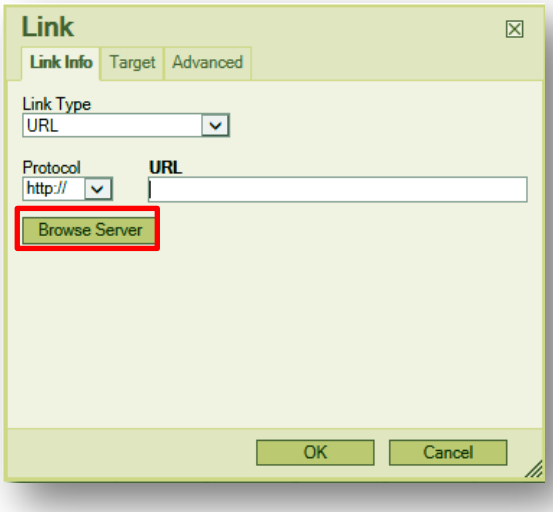
Click the **Add** button when ready to continue.

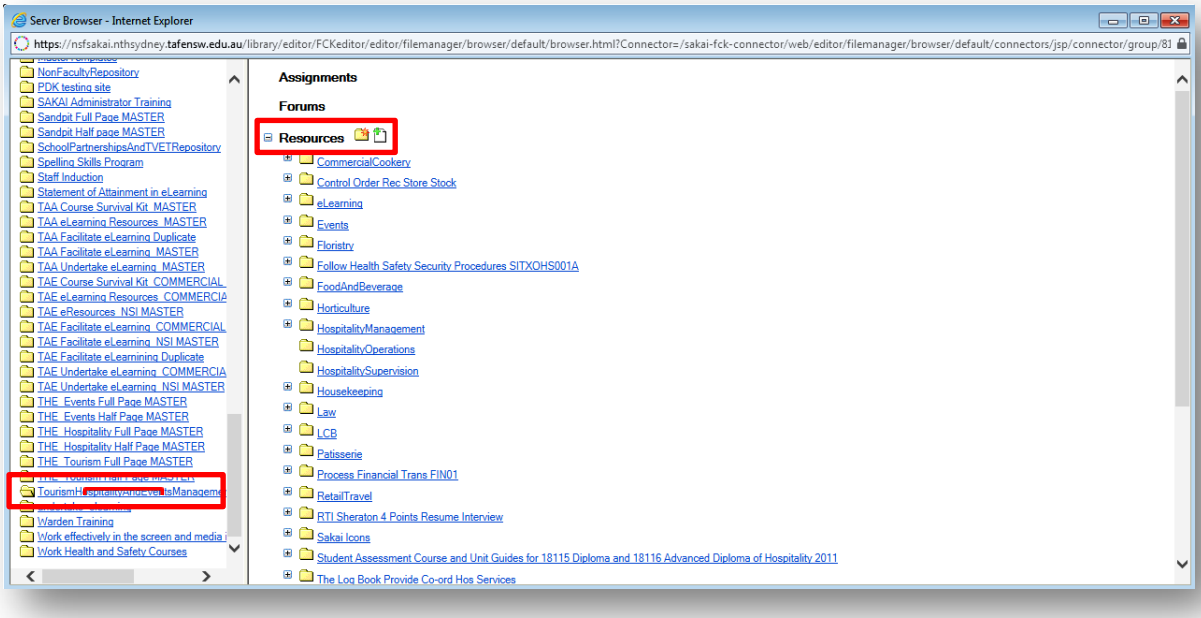


If you selected to **compose content with editor**, use the HTML editor box to create the page with colour, text, images, tables or hyperlinks etc.

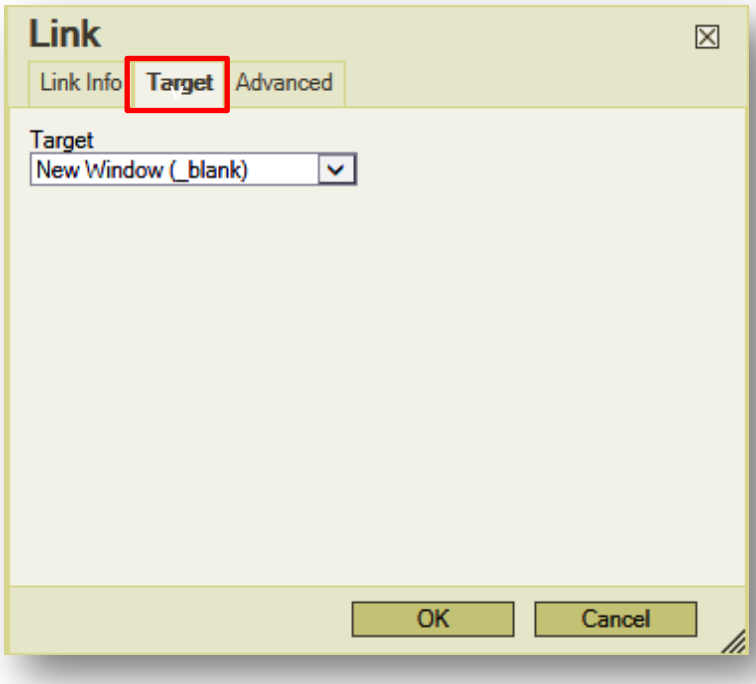

View and edit HTML source code & use template
Bold, Italics, underline text
Inert images, video, flash, iFrame, tables
Create HTML Page
Type in the text for your page (use the toolbar to format it) and click 'Continue' at the bottom.
Source
Styles
Format
Font
Size
Styles, format, font, size of text
Cut, copy, paste, paste from Word
Left, centre, right, justified aligned
Create hyperlinks
Text & background colour
Numbering & bullet lists
Word Count : 0
Continue
Cancel

- To create a hyperlink to a learning resource in the Faculty Repository and have it linked in your Learning Program page (as a text or image link) use the **Link** icon in the tool bar.
- To link to a resource in the Repository select the **Browse Server** button.
- The browse the list of sites in the left column and select your Faculty Repository. Then select the **Resources** link and browse through the various folders using the **+** symbol on the folder icons until reaching the location of your files. Click on the file to create the link





- ***Note when establishing a link the first part of the URL must be removed making it a relative URL opposed to an absolute URL. E.g. Remove: https://nsfsakai.nthsydney.tafensw.edu.au/access/content/group/8133c242-cb18-4a18-9976-5c25d48cd72b/Instructions/HowToImportTheBlankLearningProgram.pdf***
- ***Note when linking to or embedding any content that is HTTP it will be blocked by the secure environment of Studespace. Follow the links to read more about HTTPS and how to unblock content.***
- Check the target of the link is behaving as you desire. To change the target select the **Target** tab and choose from the drop down menu (Note that in most cases the target will be to open in a new window). Click the **ok** button to save the hyperlink.



Note that when hyperlinking an image by default a border will appear around the image. To remove the border select the image with your cursor, click on the **image icon** in the HTML editor tool bar, go to **Border** and enter **0.**

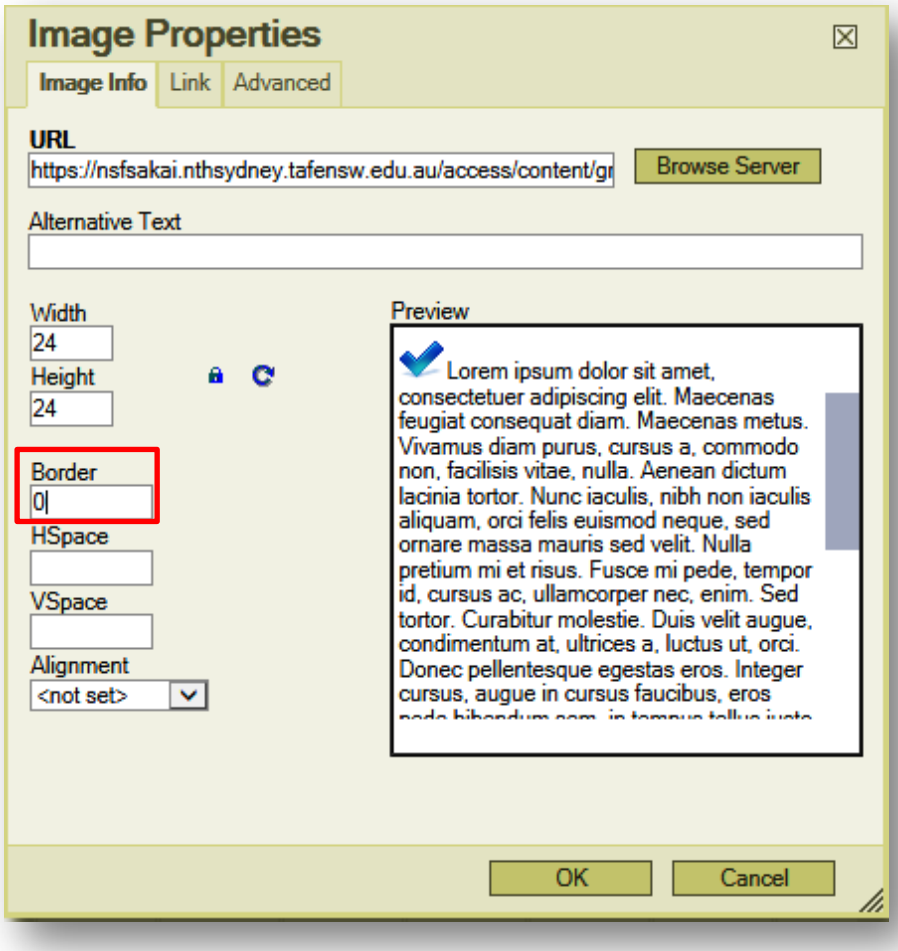
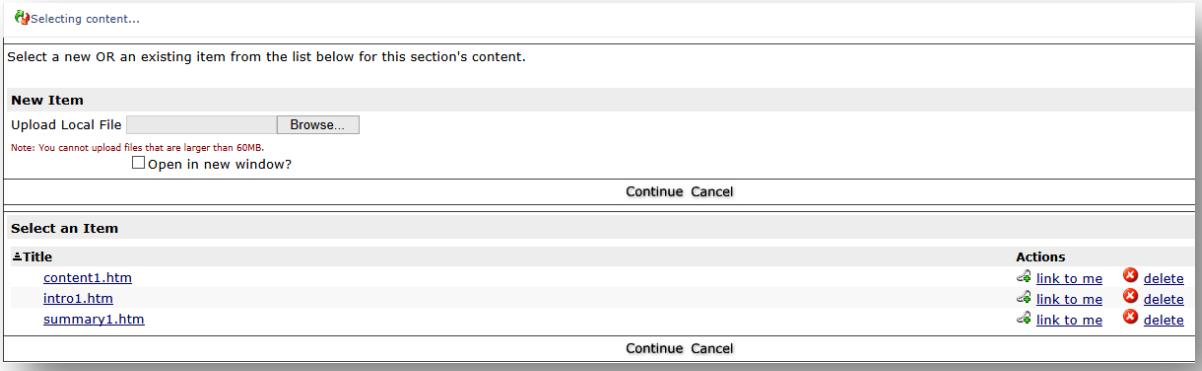
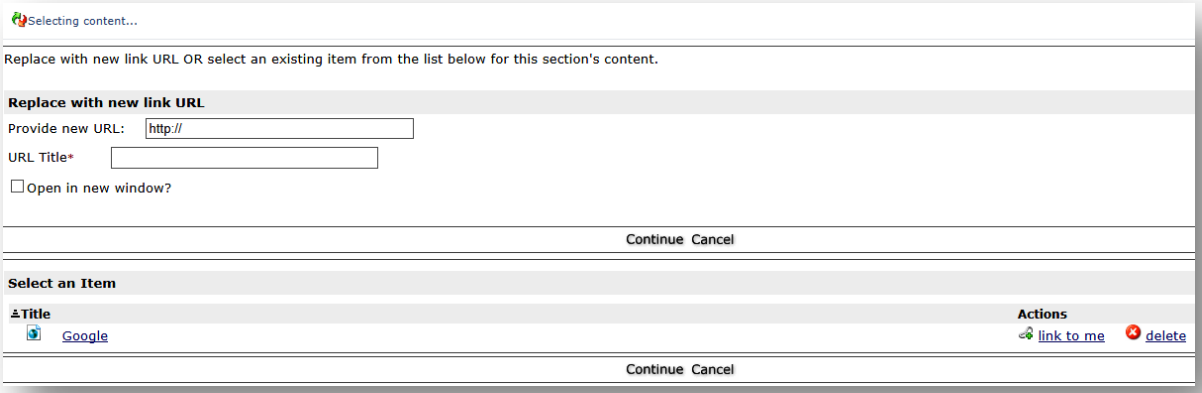


Image Properties
Image Info
Link
Advanced
URL
https://nsfsakai.nthsydney.tafensw.edu.au/access/content/gr
Browse Server
Alternative Text
Width
24
Height
24
Preview
Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas feugiat consequat diam. Maecenas metus. Vivamus diam purus, cursus a, commodo non, facilisis vitae, nulla. Aenean dictum lacinia tortor. Nunc iaculis, nibh non iaculis aliquam, orci felis euismod neque, sed ornare massa mauris sed velit. Nulla pretium mi et risus. Fusce mi pede, tempor id, cursus ac, ullamcorper nec, enim. Sed tortor. Curabitur molestie. Duis velit augue, condimentum at, ultrices a, luctus ut, orci. Donec pellentesque egestas eros. Integer cursus, augue in cursus faucibus, eros
Border
0
HSpace
VSpace
Alignment
<not set>
OK
Cancel

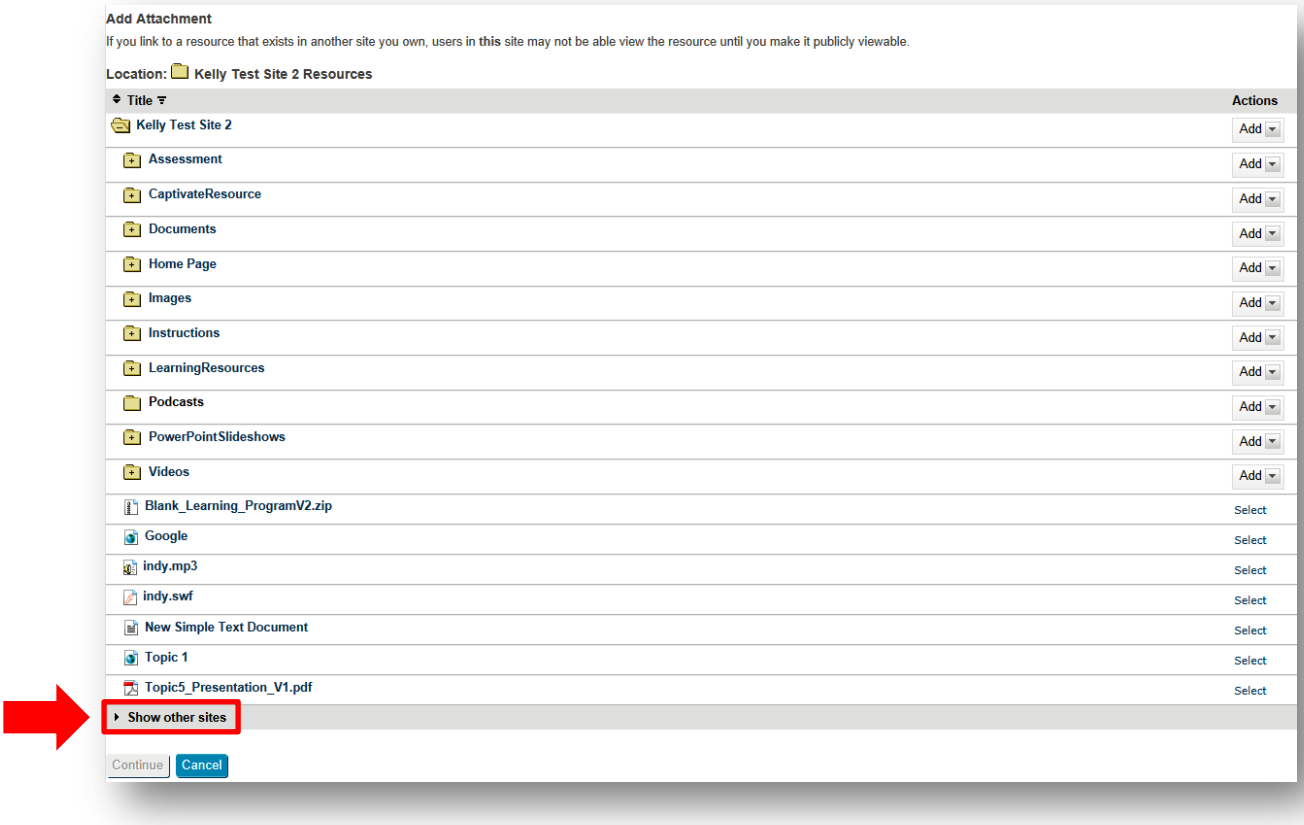
- Or if you selected **upload or link to a file**, then you can upload a local file (no more than 60MB) and create a link to that file on the page. You can also link to an existing file if required.



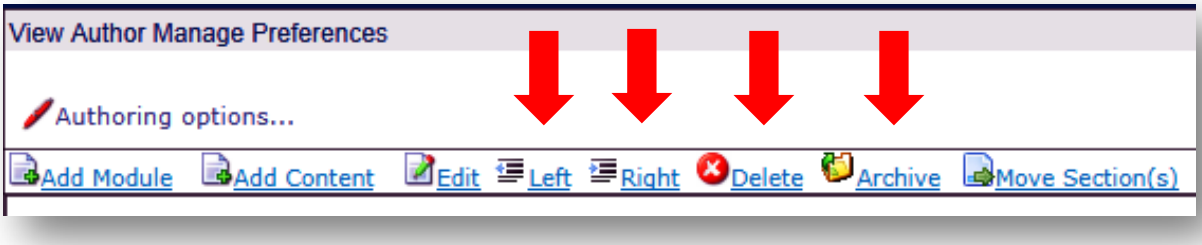
- Or if you selected **link to a new or existing URL resource on server**, then you can link to a URL by adding the URL address and title. This will create a link to that URL on the page.



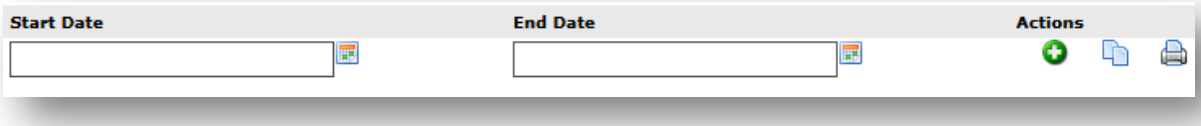
- Or if you selected **upload or link to a file in Resources**, then you can upload a new file into the Resources/Faculty Repository or link to an existing file in the Resources/Faculty Repository by clicking the **Show other sites** link.
- Click the **Continue** button to save the link to file.



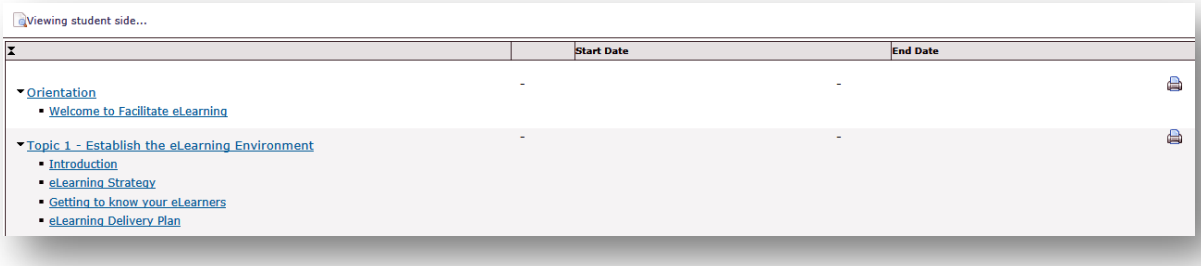
- Once the Learning Program is built you can edit the identation of the Content Sections by checking the box directly to the left of the content section's title and selecting **Left** or **Right**.
- To delete a Content Section or Module check the box directly to the left of the title and select **Delete** ***(Note a message will summarise the content to be deleted before deleting it permanently).***
- To archive a Module check the box directly to the left of the title and select **Archive** ***(Note to restore the Module go to Manage - Restore).***



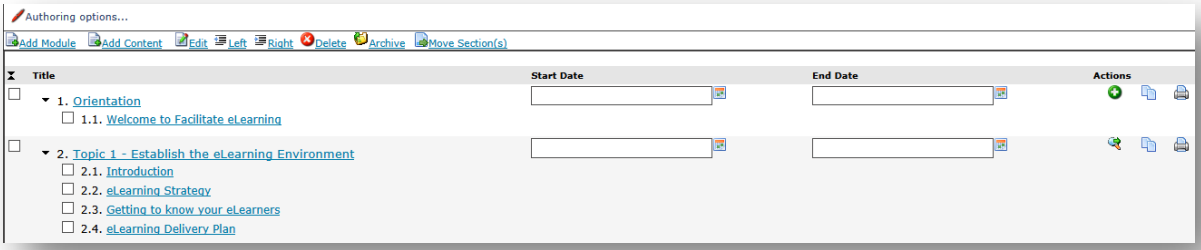
- Extra features of the Learning Program include adding:
  - **Start and End dates/times to Modules**
    - ***Note that when entering start and end dates and duplicating the site for a new cohort of students, the start and end dates in the new site must be revised for the duplicated Learning Program as they will reflect the dates of the previous site affecting student access.***
  - **next steps instructions for students**
  - **duplicate Module options**
  - **print options to be displayed to students**



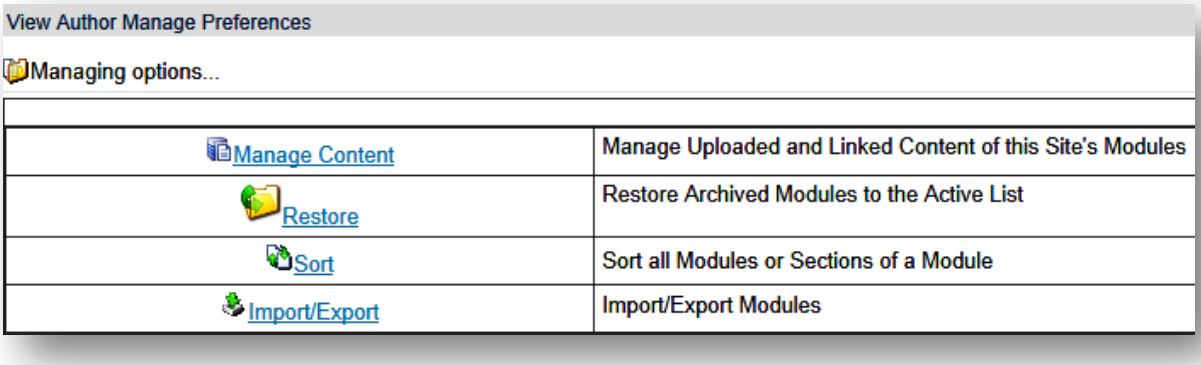
- At the very top of the Learning Program screen there are options:
  - **View –** provides a student view of the Learning Program



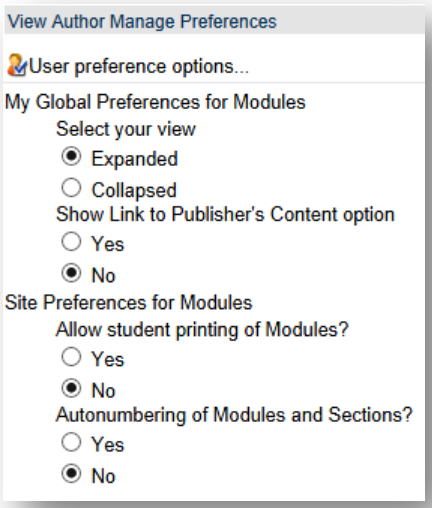
  - **Author –** provides the author or editing view of the Learning Program in order to apply changes



  - **Manage –** allows the adding of more content for upload to the Learning Program, restoring of archived Modules, sorting the order of Modules and Content and import and export of the Learning Program



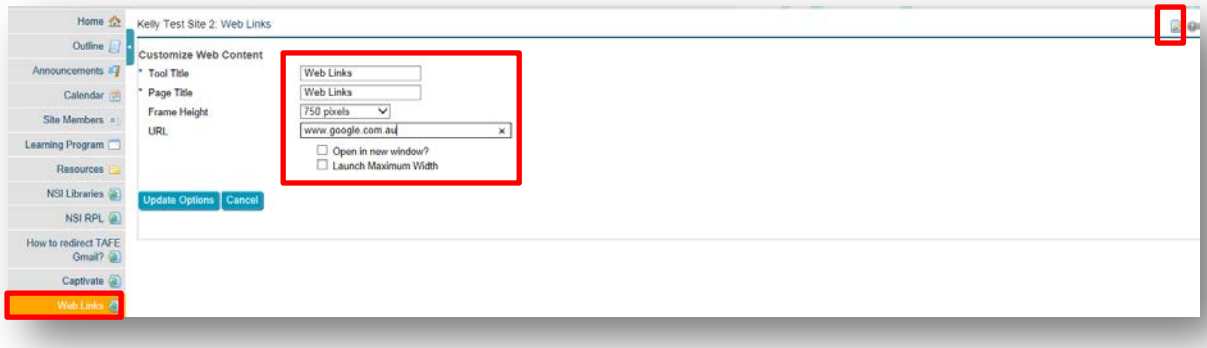
  - **Preferences –** provides options to alter the view of the Learning Program for students

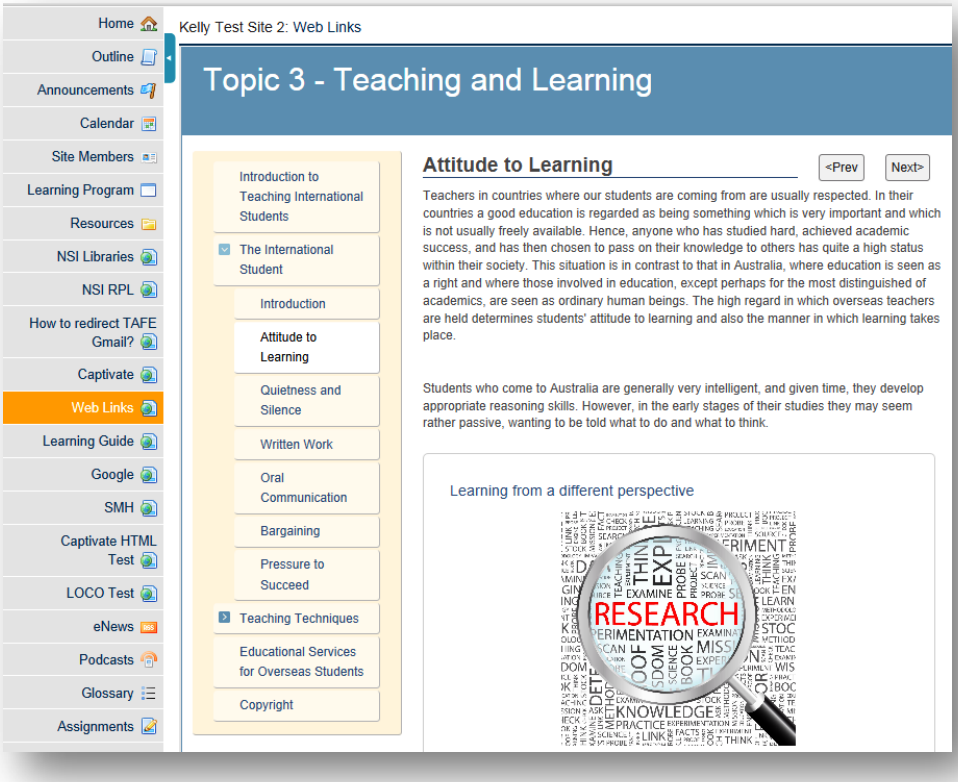


Web Links

- **Web Links** allow multiple pages to be added to the left hand menu of a course site linked to web pages.
- The web pages could be a URL to a website or a HTML page created in Studespace and stored in the Faculty Repository.

- For instructions on how to add the Web Links tool to a course site click here to learn how to change the tools in the left hand menu in a separate user guide.
- Once a Web Link has been added to a site some details need to be added.
- Select the **Web Link** in the left hand menu of the site.
- Click on the **Edit** icon in the top right of the screen.
- Fill out the necessary fields of information for the Web Link including the name of the Web Link tool in the left hand menu, the title of the page, the URL link and launch options such as will the page open in a new window (often used for document links or websites) or remain in the same window (often used for HTML pages created in Studespace and stored in the Repository or other resources such as LOCO or Toolboxes etc.).



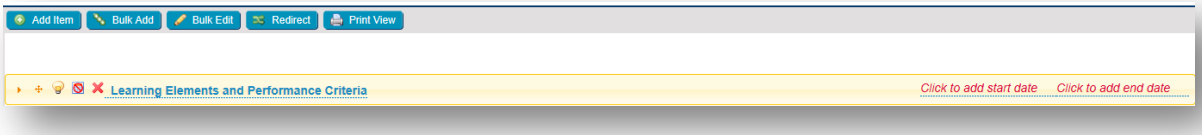

Home
Outline
Announcements
Calendar
Site Members
Learning Program
Resources
NSI Libraries
NSI RPL
How to redirect TAFE Gmail?
Captivate
Web Links
Learning Guide
Google
SMH
Captivate HTML Test
LOCO Test
eNews
Podcasts
Glossary
Assignments
Kelly Test Site 2: Web Links
Topic 3 - Teaching and Learning
Introduction to Teaching International Students
The International Student
Introduction
Attitude to Learning
Quietness and Silence
Written Work
Oral Communication
Bargaining
Pressure to Succeed
Teaching Techniques
Educational Services for Overseas Students
Copyright
Attitude to Learning
<Prev
Next>
Teachers in countries where our students are coming from are usually respected. In their countries a good education is regarded as being something which is very important and which is not usually freely available. Hence, anyone who has studied hard, achieved academic success, and has then chosen to pass on their knowledge to others has quite a high status within their society. This situation is in contrast to that in Australia, where education is seen as a right and where those involved in education, except perhaps for the most distinguished of academics, are seen as ordinary human beings. The high regard in which overseas teachers are held determines students' attitude to learning and also the manner in which learning takes place.
Students who come to Australia are generally very intelligent, and given time, they develop appropriate reasoning skills. However, in the early stages of their studies they may seem rather passive, wanting to be told what to do and what to think.
Learning from a different perspective
RESEARCH

How to create a course outline

- The **Outline** tool offers a clear and simple overview of the course site, which can contain information such as learning objectives, learning elements and performance criteria, learning schedules and assessment information.

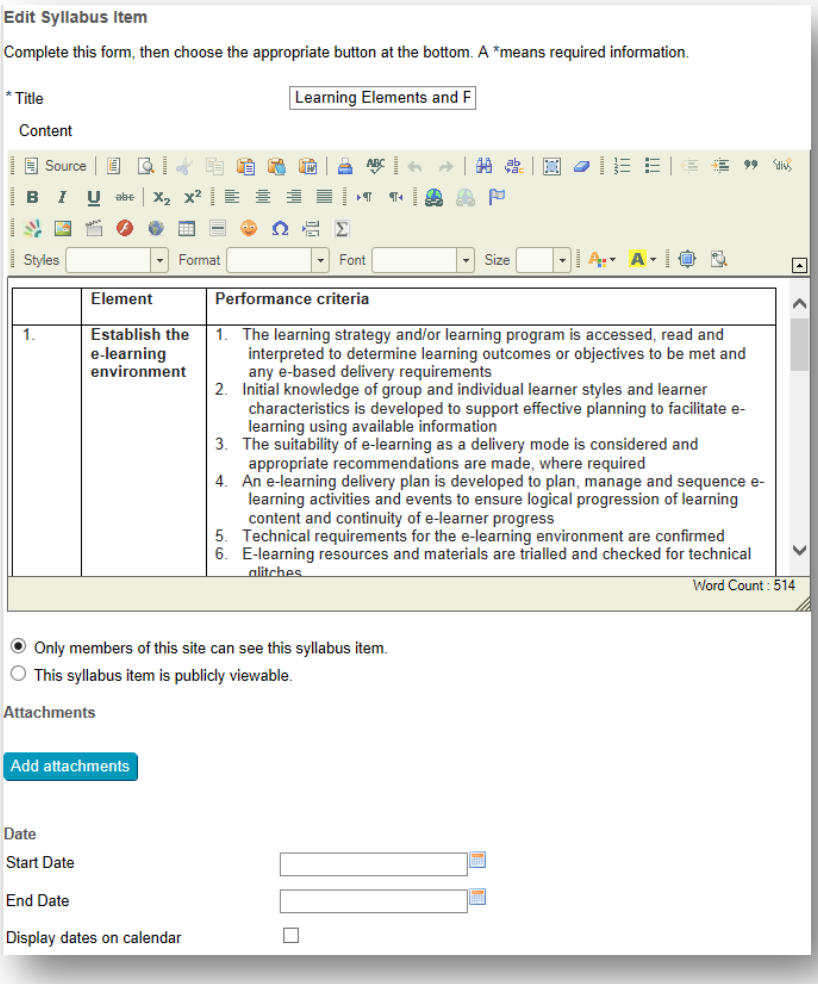
- For instructions on how to add the Outline tool to a course site click here to learn how to change the tools in the left hand menu in a separate user guide.
- To create an outline click on the **Add Item** or **Add Bulk** Item buttons (depending if you want to add one or more).

- Once giving the item a title it will appear as a list item ready for editing.



- Click on the **Bulk Edit** button to start adding information to the outline. Then select the **Edit Details** link.
- Apart from information the outline can contain attachments, have start and end dates and be added to the site calendar.

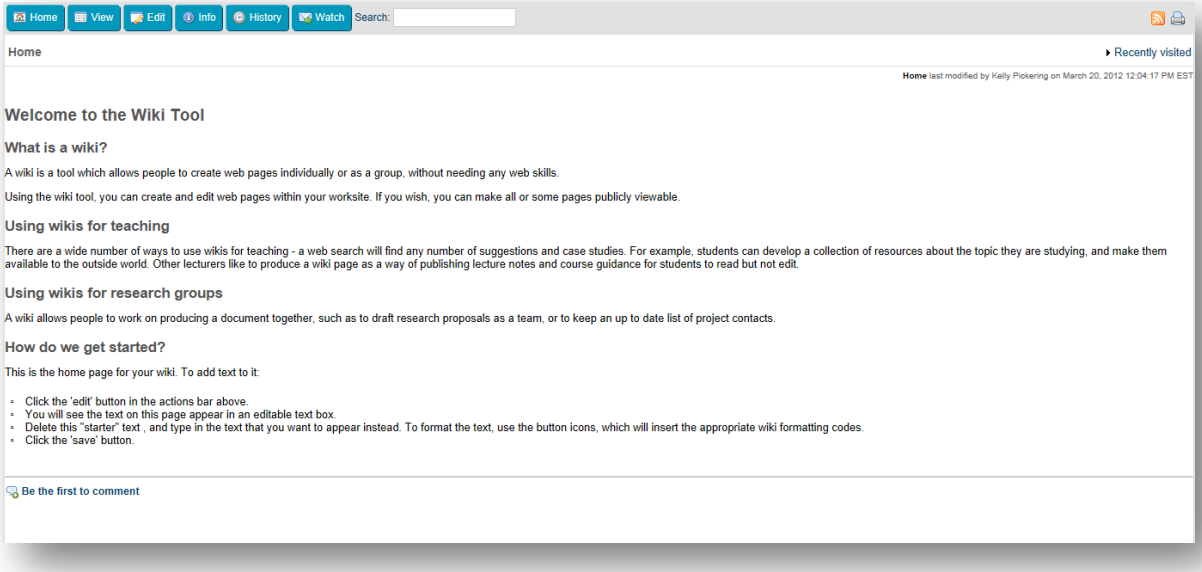
- Also an outline can be re-directed meaning it can call on Resources in Studespace which can open in the Outline tool or in a new window.
- Print is another option for users in the Outline tool.


Edit Syllabus Item
Complete this form, then choose the appropriate button at the bottom. A *means required information.
* Title
Learning Elements and F
Content
Source
Styles
Format
Font
Size
Element
Performance criteria
1.
Establish the e-learning environment
1. The learning strategy and/or learning program is accessed, read and interpreted to determine learning outcomes or objectives to be met and any e-based delivery requirements
2. Initial knowledge of group and individual learner styles and learner characteristics is developed to support effective planning to facilitate e-learning using available information
3. The suitability of e-learning as a delivery mode is considered and appropriate recommendations are made, where required
4. An e-learning delivery plan is developed to plan, manage and sequence e-learning activities and events to ensure logical progression of learning content and continuity of e-learner progress
5. Technical requirements for the e-learning environment are confirmed
6. E-learning resources and materials are trialled and checked for technical
Word Count : 514
Only members of this site can see this syllabus item.
This syllabus item is publicly viewable.
Attachments
Add attachments
Date
Start Date
End Date
Display dates on calendar

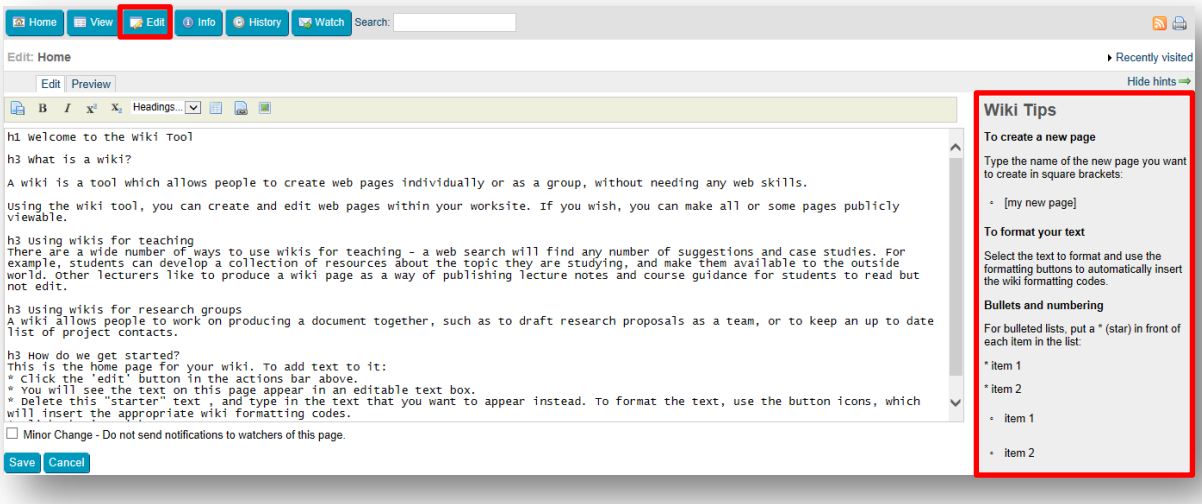
Wiki

- The Wiki tool offers a space where information can be made available to students as well as a place where collaboration can occur.
- Teachers and students can contribute to the wiki making it ideal for group work, peer review, class collaboration and the sharing or learning resources.
- The wiki tool allows comments to be made on pages, RSS feeds to be established and print options for the pages.

- For instructions on how to add the Wiki tool to a course site click here to learn how to change the tools in the left hand menu in a separate user guide.
- The first page of the wiki offers some insight to how the tool can be used for teaching and learning.


Home
View
Edit
Info
History
Watch
Search:
Home
Recently visited
Home last modified by Kelly Pickering on March 20, 2012 12:04:17 PM EST
Welcome to the Wiki Tool
What is a wiki?
A wiki is a tool which allows people to create web pages individually or as a group, without needing any web skills.
Using the wiki tool, you can create and edit web pages within your worksite. If you wish, you can make all or some pages publicly viewable.
Using wikis for teaching
There are a wide number of ways to use wikis for teaching - a web search will find any number of suggestions and case studies. For example, students can develop a collection of resources about the topic they are studying, and make them available to the outside world. Other lecturers like to produce a wiki page as a way of publishing lecture notes and course guidance for students to read but not edit.
Using wikis for research groups
A wiki allows people to work on producing a document together, such as to draft research proposals as a team, or to keep an up to date list of project contacts.
How do we get started?
This is the home page for your wiki. To add text to it:
Click the 'edit' button in the actions bar above.
You will see the text on this page appear in an editable text box.
Delete this "starter" text , and type in the text that you want to appear instead. To format the text, use the button icons, which will insert the appropriate wiki formatting codes.
Click the 'save' button.
Be the first to comment

- To begin editing the wiki page and creating new pages click on the **Edit** button.
- The edit page will provide instructions on the right of the screen about how to develop your wiki pages such as adding text, creating lists and hyperlinks.


Home
View
Edit
Info
History
Watch
Search:
Edit: Home
Recently visited
Edit
Preview
Hide hints
Headings...
h1 Welcome to the Wiki Tool
h3 What is a wiki?
A wiki is a tool which allows people to create web pages individually or as a group, without needing any web skills.
Using the wiki tool, you can create and edit web pages within your worksite. If you wish, you can make all or some pages publicly viewable.
h3 Using wikis for teaching
There are a wide number of ways to use wikis for teaching - a web search will find any number of suggestions and case studies. For example, students can develop a collection of resources about the topic they are studying, and make them available to the outside world. Other lecturers like to produce a wiki page as a way of publishing lecture notes and course guidance for students to read but not edit.
h3 Using wikis for research groups
A wiki allows people to work on producing a document together, such as to draft research proposals as a team, or to keep an up to date list of project contacts.
h3 How do we get started?
This is the home page for your wiki. To add text to it:
* Click the 'edit' button in the actions bar above.
* You will see the text on this page appear in an editable text box.
* Delete this "starter" text , and type in the text that you want to appear instead. To format the text, use the button icons, which will insert the appropriate wiki formatting codes.
Minor Change - Do not send notifications to watchers of this page.
Save
Cancel
Wiki Tips
To create a new page
Type the name of the new page you want to create in square brackets:
[my new page]
To format your text
Select the text to format and use the formatting buttons to automatically insert the wiki formatting codes.
Bullets and numbering
For bulleted lists, put a * (star) in front of each item in the list:
* item 1
* item 2
item 1
item 2

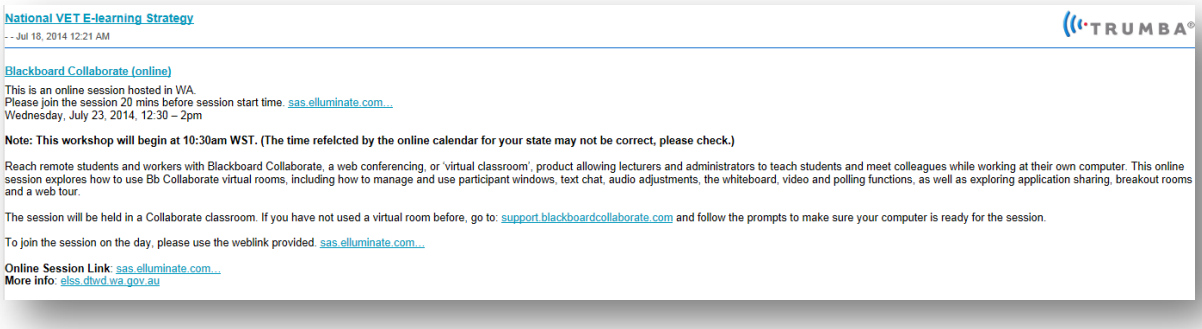
How to curate content through RSS feeds

- The **RSS Feeds** tool allows you to view information from a news source, blog, events listing, or other site that updates its content dynamically.
- This tool is a great way to curate content that is relevant to the current context of learning.

- For instructions on how to add the RSS Feeds tool to a course site click here to learn how to change the tools in the left hand menu in a separate user guide.
- Once an RSS Feed has been added to a site some details need to be filled in.
- Select the **RSS Feeds** link in the left hand menu of the site.
- Click on the **Options** button in the top left of the screen.

- Fill out the necessary fields of information for the RSS Feed including the name of the RSS Feed tool in the left hand menu, the title of the page and the URL link or feed information coming from the site containing the dynamic content that will feed into this Studespace site.

- **Update the Options** and the feed will appear as below.

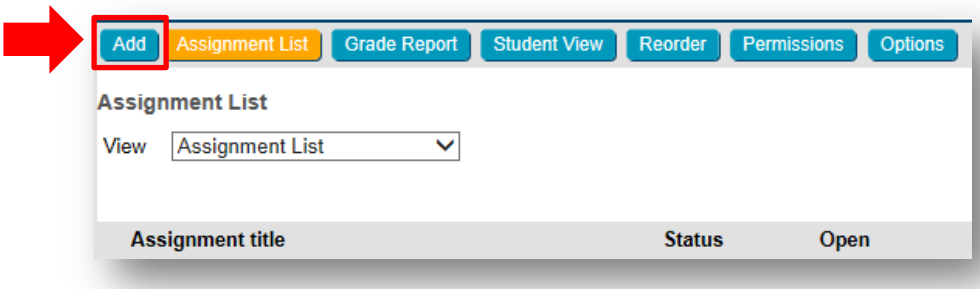

National VET E-learning Strategy
- - Jul 18, 2014 12:21 AM
TRUMBA
Blackboard Collaborate (online)
This is an online session hosted in WA.
Please join the session 20 mins before session start time. sas.elluminate.com...
Wednesday, July 23, 2014, 12:30 – 2pm
Note: This workshop will begin at 10:30am WST. (The time refelcted by the online calendar for your state may not be correct, please check.)
Reach remote students and workers with Blackboard Collaborate, a web conferencing, or 'virtual classroom', product allowing lecturers and administrators to teach students and meet colleagues while working at their own computer. This online session explores how to use Bb Collaborate virtual rooms, including how to manage and use participant windows, text chat, audio adjustments, the whiteboard, video and polling functions, as well as exploring application sharing, breakout rooms and a web tour.
The session will be held in a Collaborate classroom. If you have not used a virtual room before, go to: support.blackboardcollaborate.com and follow the prompts to make sure your computer is ready for the session.
To join the session on the day, please use the weblink provided. sas.elluminate.com...
Online Session Link: sas.elluminate.com...
More info: elss.dtwd.wa.gov.au

5. How to develop eAssessment options in a site?

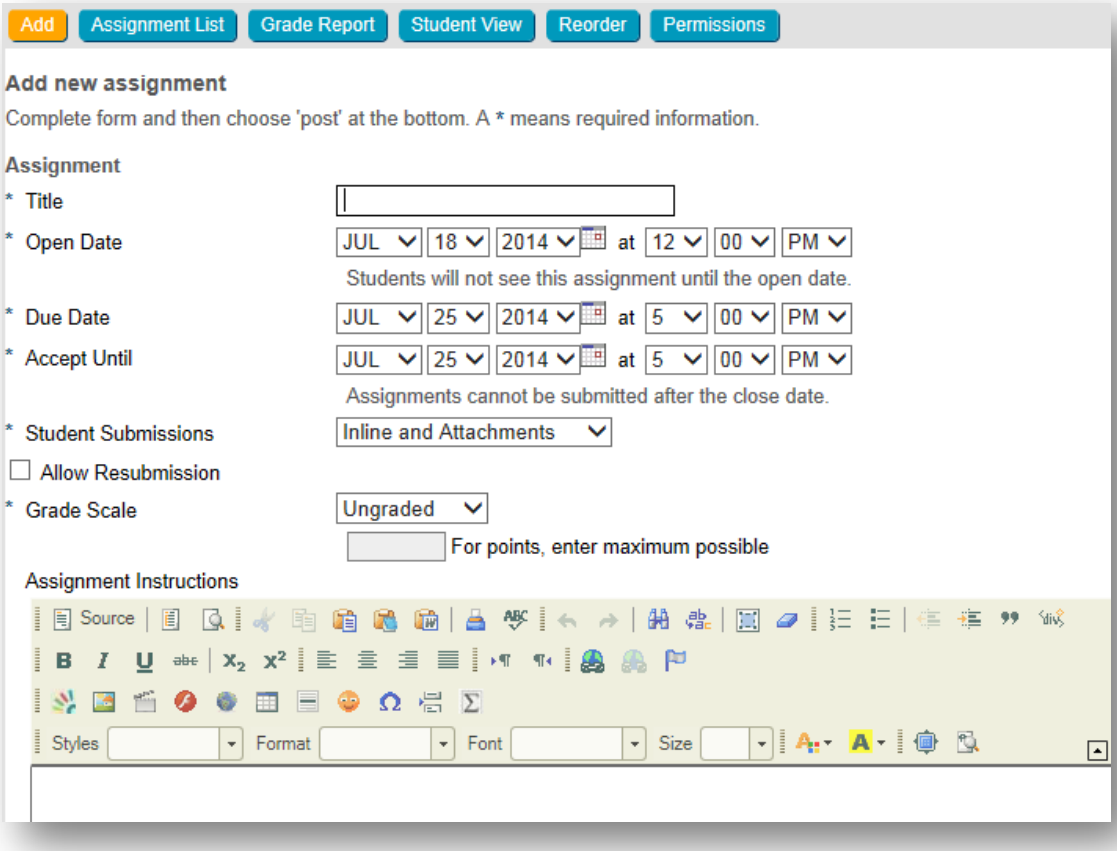
Creating an Assignment

- The **Assignments** tool allows you to post, grade, and return assignments to students. You may restrict assignments to a single group.
- Students use the tool to submit their completed assignments.
- Facilitators can then download student submissions.
- Assignments are private. Student submissions are visible to facilitators but not to other participants in your course site. Unless you use the **Peer Review** feature (allows students to grade each other's work).

- Click the **Assignments** link in the tools list on the left hand menu. The Assignment tool home page will display.
- Click the **Add** link.

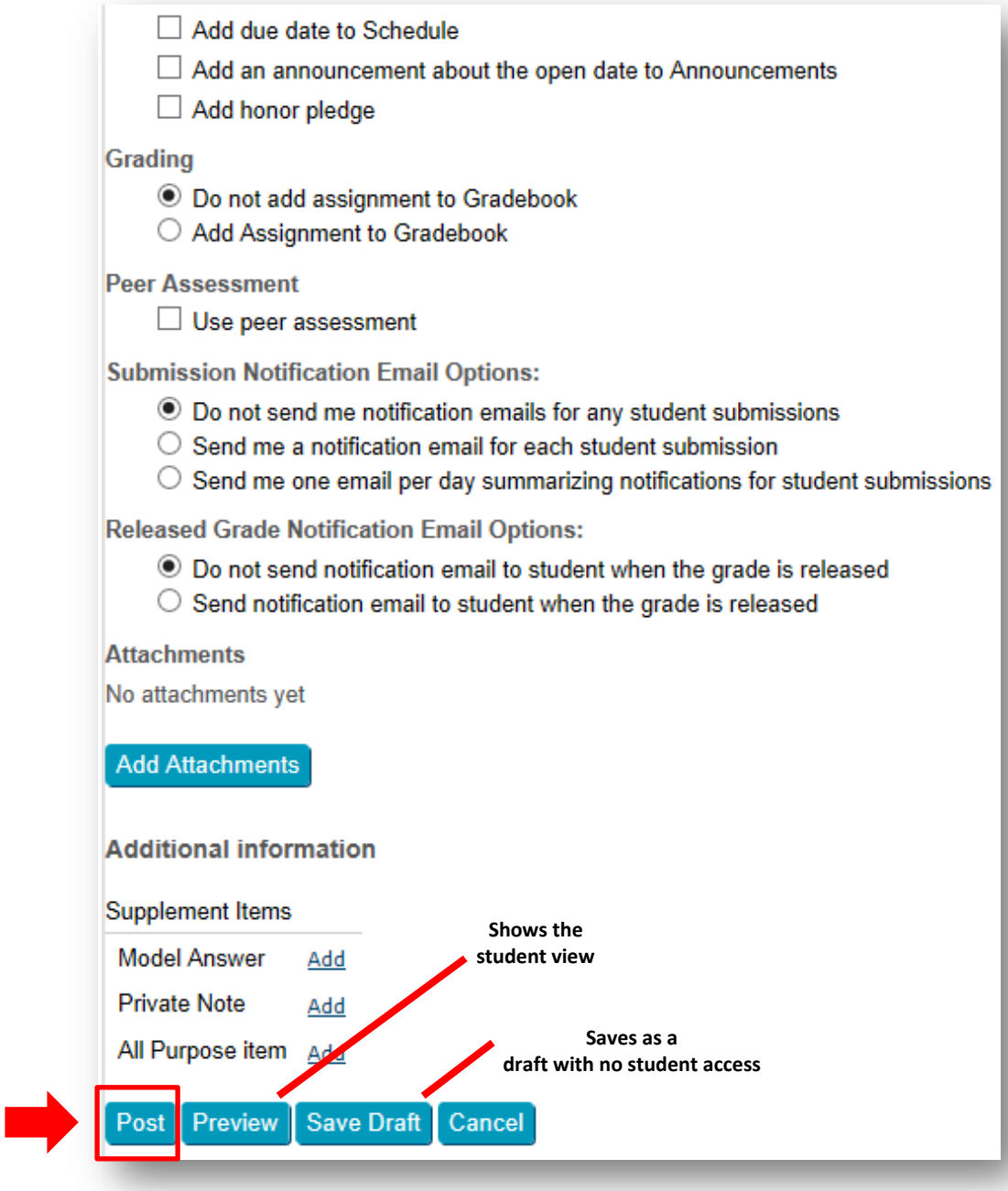


- When at the Add screen, enter a title, use the pull down boxes to specify dates for this assignment, select a grading scale for it, submission conditions such as method and allow re-submission and enter other fields as required.
- Then enter detailed instructions for students, e.g. what they need to do, step by step (note the HTML editor box that can be used to create visually engaging instructions).



- Scroll down and click to specify your preferences for adding the dates to the course calendar, posting an announcement about the assignment, adding the assignment to the Gradebook (Results or Results 2 tools) and allow peer review (a collaborative group and reflection component that can be built into assessment) etc.
- To attach files for your students to use, click **Add Attachments**. You can either:
  - Choose a file from your computer system
  - Enter a link to an appropriate web site, or
  - Add material you have stored in Resources/Faculty Repository by clicking the appropriate folder and file.
- Click the **Attach a copy** link to save the attachment.

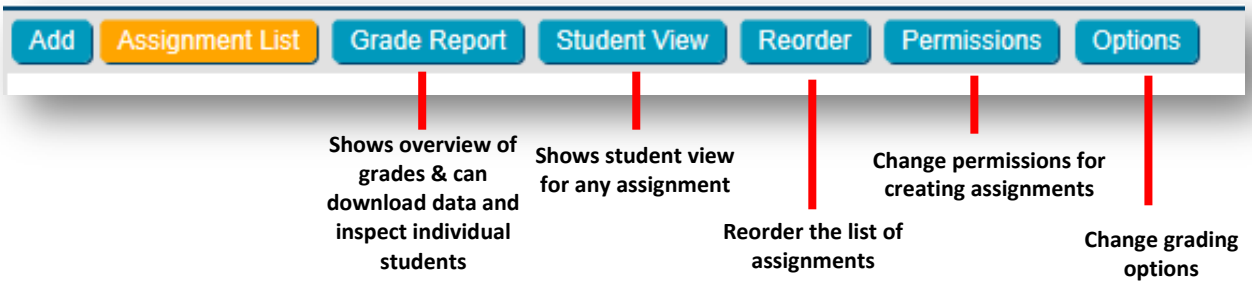
- When you've finished adding attachments, click **Continue.**
- Back on the Add screen, you can review, edit and preview the assignment details.
- Once complete, click **Post.**


Add due date to Schedule
Add an announcement about the open date to Announcements
Add honor pledge
Grading
Do not add assignment to Gradebook
Add Assignment to Gradebook
Peer Assessment
Use peer assessment
Submission Notification Email Options:
Do not send me notification emails for any student submissions
Send me a notification email for each student submission
Send me one email per day summarizing notifications for student submissions
Released Grade Notification Email Options:
Do not send notification email to student when the grade is released
Send notification email to student when the grade is released
Attachments
No attachments yet
Add Attachments
Additional information
Supplement Items
Model Answer Add
Private Note Add
All Purpose item Add
Shows the student view
Saves as a draft with no student access
Post
Preview
Save Draft
Cancel

What happens next?

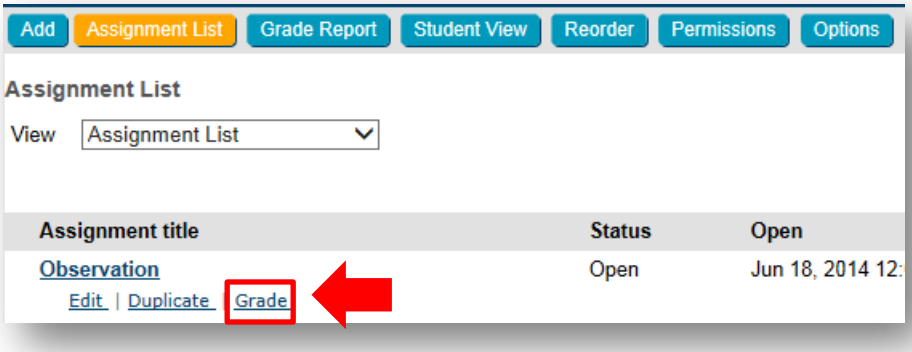
- Depending on which options you set when setting up the project, the student may receive a notification of the assignment and/or see the assignment in the course calendar.
- Students can access all their assignments via their **Assignment** tool.
- How do I track and mark assignments?
- Depending on which options you set when setting up the project, you may receive an email notification when a student submits an assignment.
- You can view the status of all assignments via your **Assignments** tool.

- Note in addition to creating assignments individually you can also duplicate assignments as well. The **Duplicate** link will appear under the **Assignment title** when viewing the **Assignment List**.

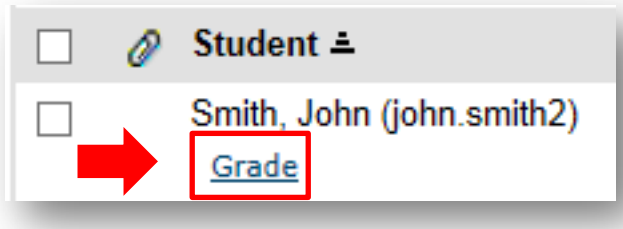


Grading an Assignment

- Select **Assignments** tool in the left hand menu of the site. This will provide you with a list of draft and posted assignments.
- Select the **Grade** link (this will only appear for posted assignments released to students) to view the site participant's assignment submissions.



- Select the student to be graded by clicking on the **Grade** link under their name (Note that the date and time the student submitted their assignment will be recorded under the submitted heading).



- Once having selected Grade the facilitator can view the student's assignment submission (typed answer and/or attachments etc.).
- Select **Preview** to view both the assignment and student response.
- Select **Edit** to then return to the main view to:
  - enter a grade
  - resubmit the assignment to the student
  - provide instructor feedback

- save the grade
- save and return the assignment to the student with feedback.

Note that if the Assignment was linked to the **Results** tool all grades and feedback will appear there as well as in the Assignment tool itself.

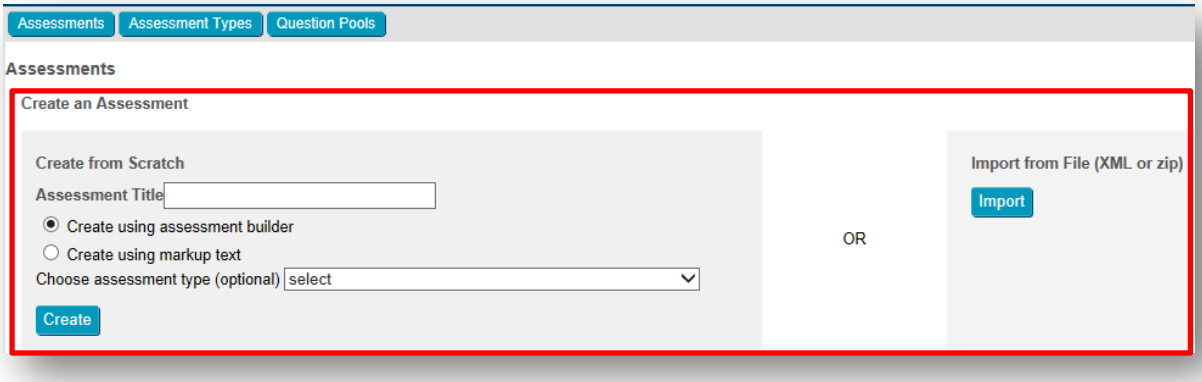
Creating a quiz using Tests and Tasks

The **Tests and Tasks** tool allows you to create online assessments and learning enrichment instruments such as tests and quizzes, self-study questions, language drills, and practice problem sets. You may also use this tool to create surveys to gather information or collect informal feedback from site members.

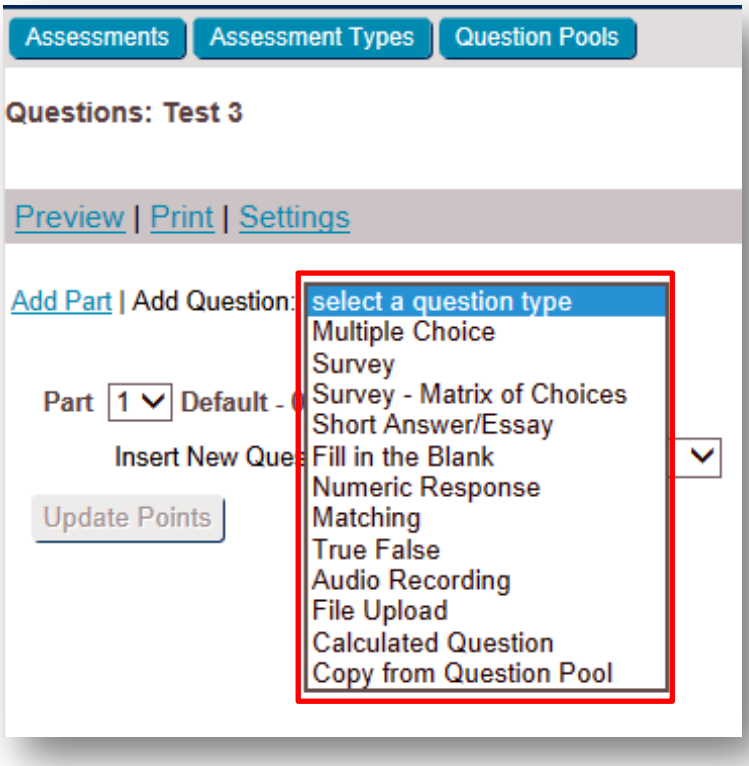
Click the **Tests and Tasks** link from the tools in the left hand menu. The Tests and Tasks tool home page will display.

There are three (3) ways to create a quiz, **Assessment Builder** where facilitators manually insert question types, **Mark-up Text** where facilitators build a test by copying and pasting an existing test from a document (some modifications are required to format and instructions are given on the screen) and **Importing** a Test and Task (Note that an import requires a specific .zip file to work).

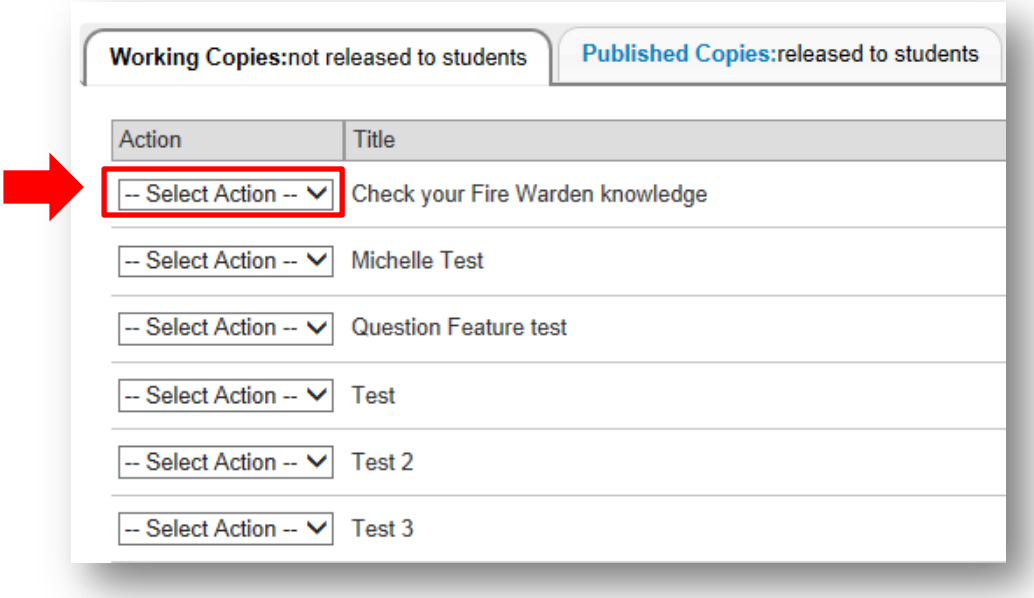
Select a creation option, enter a title and click **Create.**



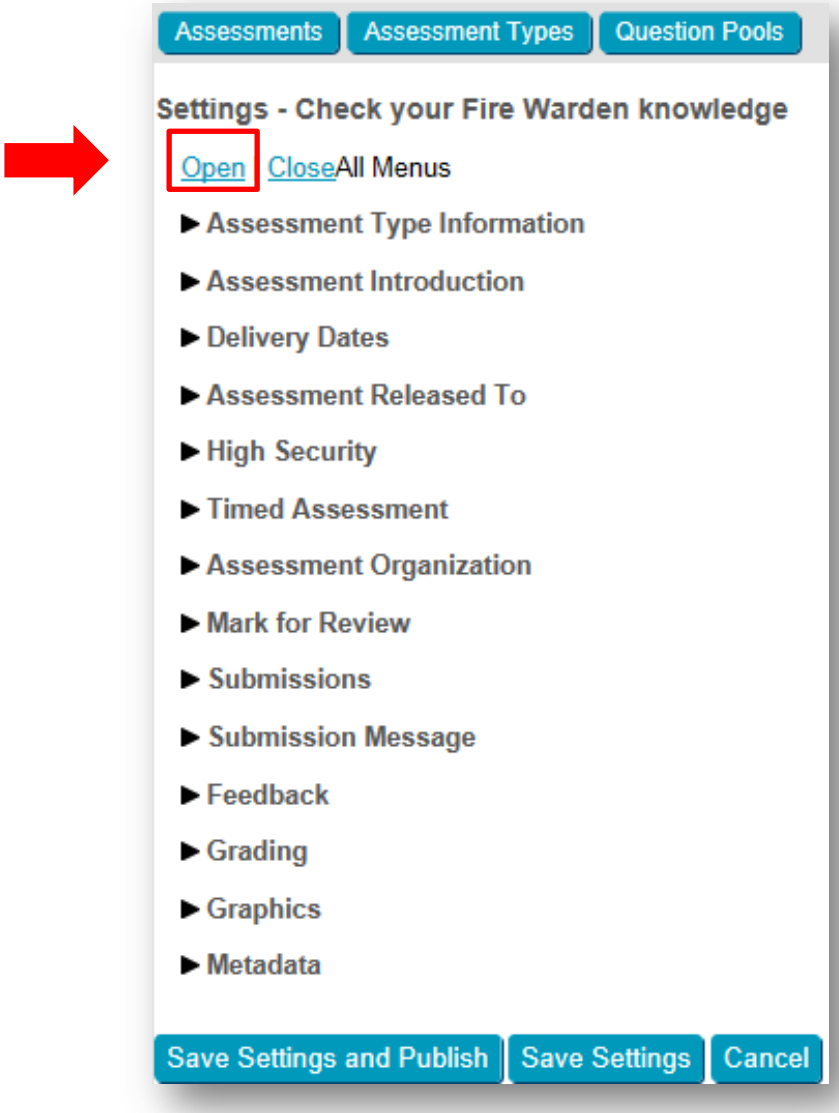
- When building an assessment in the box in the **Add Questions** section, select the type of assessment question from the drop down menu.



- Enter the required information including the question, any attachments that support the question, correct and incorrect feedback response (optional).
- Each question can be inserted as a part of the assessment.
- **Save** the question.
- All questions created can be copied to a pool of questions that can be re-used multiple times and across all of your sites. **Question Pools** can also be shared with other Facilitators (it is a very effective way of managing Test and Tasks questions).
- Within an individual quiz questions can be grouped in **Parts** which in turn have their own settings (these can be edited via the **Edit** link next to the Part). Parts can also be copied to Question Pools.
- Review the questions and answers to be sure they are correct; then click **Create Assessment**. The quiz will be displayed at the Tests & Tasks home page again. Your new quiz is listed under **Working Copies** (not released to students).
- Click the **Select Action** drop down menu next to the **Working Copy** of the Test and select **Settings**.



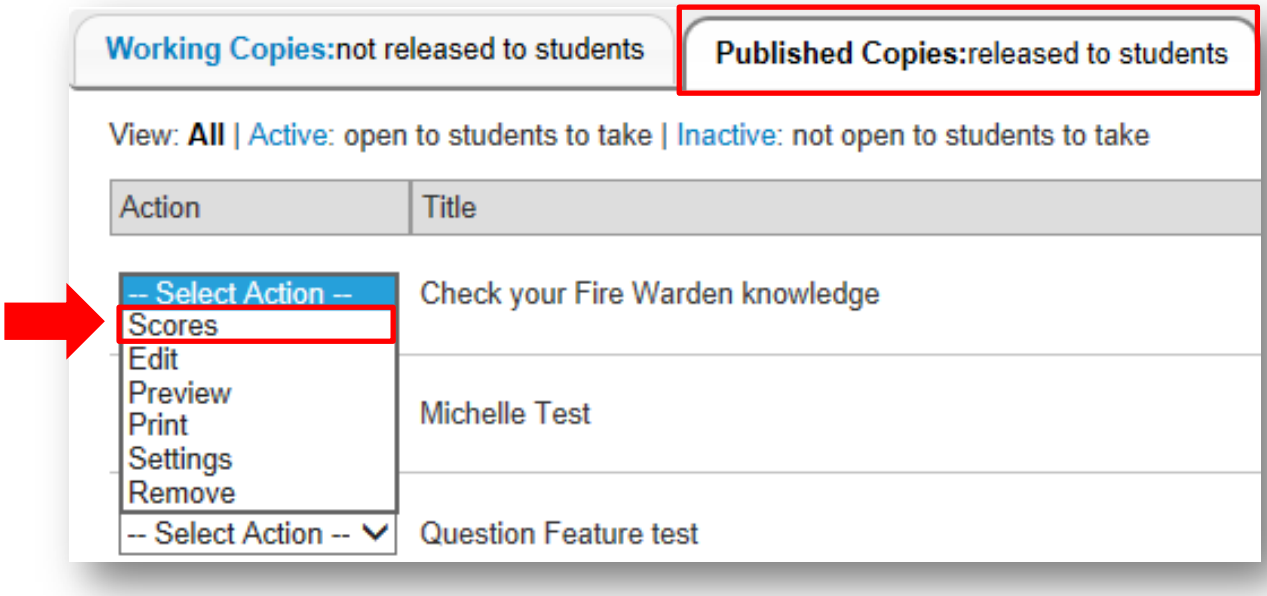
- The Settings screen will display.
- Open each section by clicking the arrow, or click the **Open** link to view all settings.



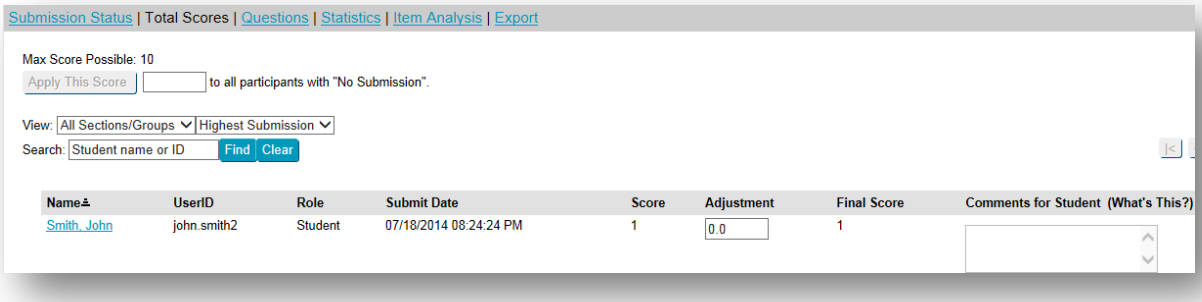
- Enter information according to your needs. Be sure to specify dates in the **Delivery Dates** section. To close a section, click the arrow.
- Other important features of the Test and Tasks setting are:
    - **Released to** site members (anonymous provides a URL to the test which can be sent out however no identifies are recorded with submissions)
    - **Navigation and Layout** will structure how the test is presented to the student and depends on learner groups and styles, long tests on one page run the risk of lost work if a power outage but have the benefit of all questions on one page, where questions or parts on separate web pages offer a save and continue option and can have backward and forward movement.
    - **Submissions** depend on the type of test. If one submission is allocated however a student needs to have a second attempt there is a retake option next to the students name when grading the submission.
    - **Feedback** needs to be addressed to avoid cheating. Usually feedback upon submission or at a specified date is good practice for graded assessments. Also be selective in the types of feedback available to students in the options.
    - **Grading** takes into account student identities being seen by facilitators (very important unless anonymous), if the test is to be recorded in the Results tool (gradebook) and recording of scores.
- Scroll down as needed and click **Save Settings and Publish**. The confirmation screen will appear, review the details and click **Publish** (Note this test will now also appear under **Published Copies** which are released to students. Edits can be made to published versions as well as working copies).
- Note that no more than one (1) test can have the same name under published copies.

Grading a quiz using Tests and Tasks

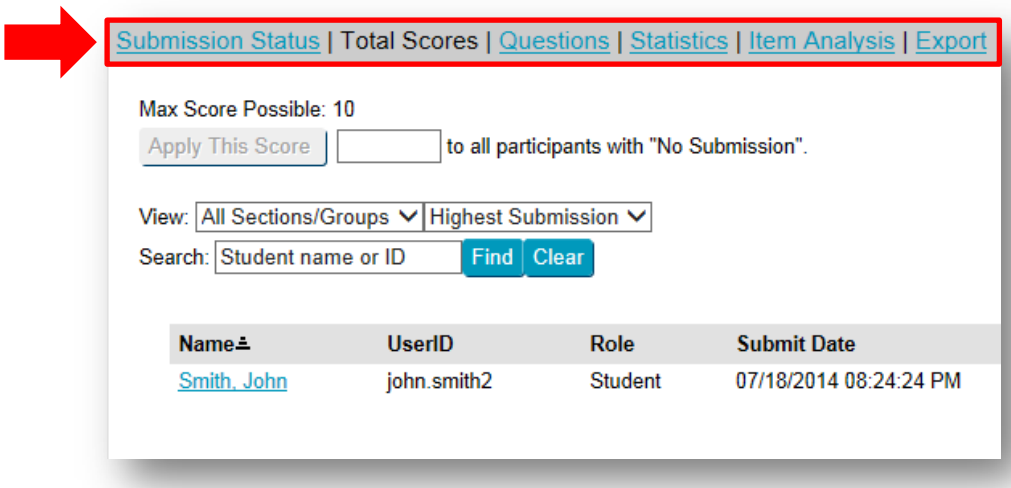
- Select **Test and Tasks** tool in the left hand menu of the site. This will provide you with a list of working copies and published copies of all tests for the site.
- Click on the **Published Copies** tab to view the tests students have undertaken.
- Click on the **Select Action** drop down menu next to the test you want to grade.
- Select the **Scores** link to view all student submissions.



- This view will provide a list of student submissions.
- Facilitators can adjust any automated grading and provide comments.



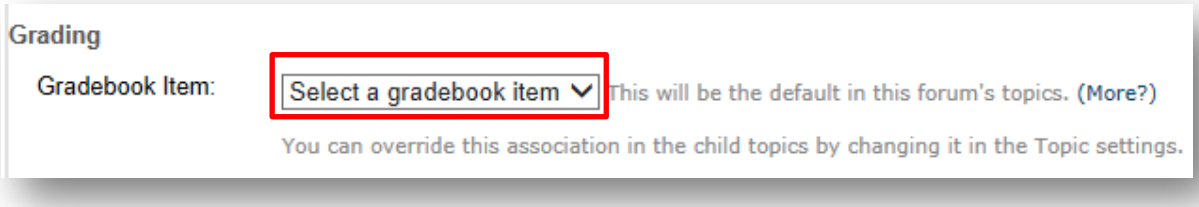
- To view a student's submission click on the students ID (name) link.
- All questions, student responses, text boxes for facilitator comments, ability to add attachments and make grade adjustments are available in this view.
- There are additional grading options for student submissions. The top menu of the Tests and Tasks scores view includes:
    - **Submission Status –** which provides a list of student ID's, their submission details and a link to allow a retake of the test if the settings indicated limited submissions.
    - **Total Scores –** as covered in the above steps.
    - Questions – Each question in the test along with all responses.
    - **Statistics –** A statistical overview of each question in relation to the responses.
    - **Item Analysis –** Further analysis of each question in relation to grades and correct answers.
    - **Export –** The ability to export all student responses to each question in an excel spreadsheet.


Submission Status | Total Scores | Questions | Statistics | Item Analysis | Export
Max Score Possible: 10
Apply This Score
to all participants with "No Submission".
View: All Sections/Groups Highest Submission
Search: Student name or ID Find Clear
Name UserID Role Submit Date
Smith, John john.smith2 Student 07/18/2014 08:24:24 PM

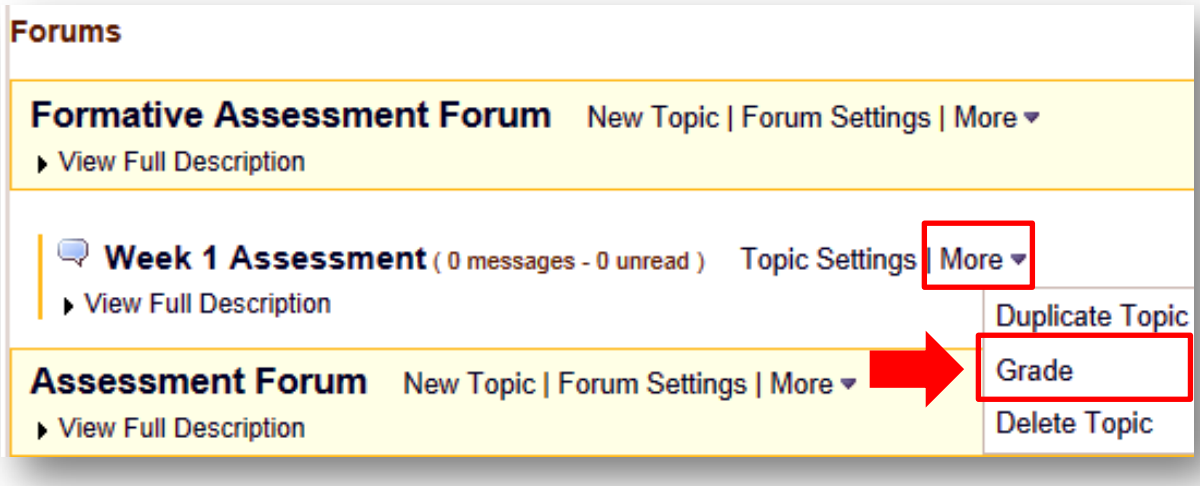
How to use Forums for assessment

- Student participation in Forums can be recorded as an assessment by grades allocated and results displaying in the Results tool.
- Forums can be set-up with a grade and linked to the Results tool.

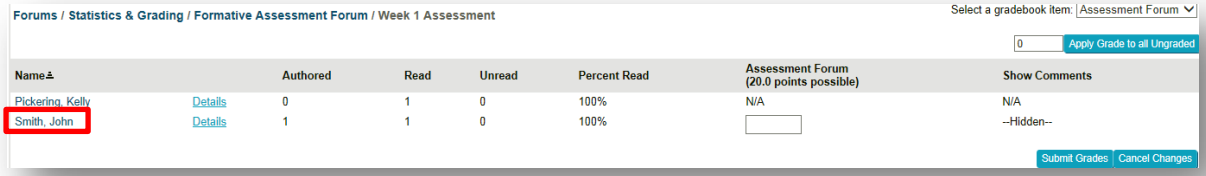
- Select the **Forums** tool in the left hand menu of the site. This will display the Forums home page.
- When adding a new topic, complete all the required fields of information and scroll through the settings to the **Grading.**
- **Select a Gradebook Item** drop down menu and select the appropriate gradebook item for the Forum.
- ***Note that in order to associate the Forum with the Results tool a gradebook item needs to be created in the Results tool before setting up the Forum. Once the item has been set-up with the same name as the Forum and allocated a score it will appear in the drop down menu.***


Grading
Gradebook Item:
Select a gradebook item
This will be the default in this forum's topics. (More?)
You can override this association in the child topics by changing it in the Topic settings.

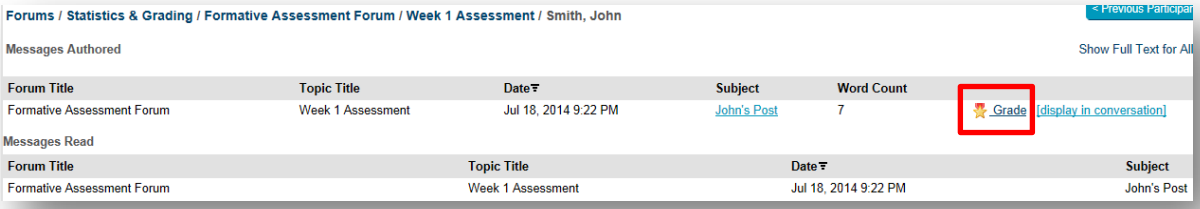
- Once all information for the Forum has been entered select the **Save and Add Topic** button.
- Complete all field of information for the **Forum Topic**, which will already be linked to the correct gradebook item as the parent Forum has already been set-up accordingly (Note the student permissions when setting-up Forums and Topics are appropriate for the intended student interaction with the Forum).
- Then click the **Save** button.
- To grade student Forum posts select the **More** drop down menu next to the Forum Topic to be graded.
- Select the **Grade** link to view student submissions, provide feedback and grade.

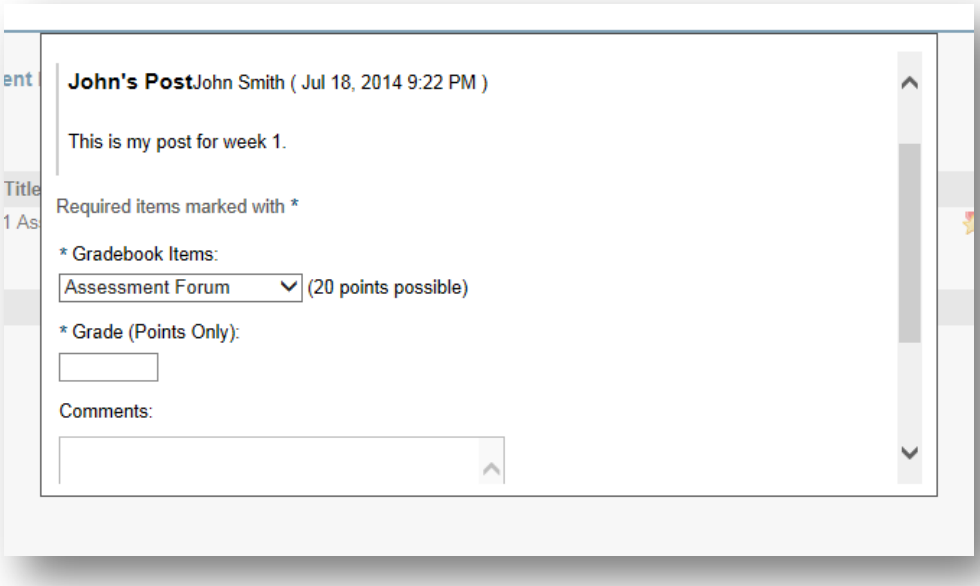


Click on the students name link to begin grading and view their submission.



Click on the **Grade** link to open a grading box to enter grades, provide feedback and link to a gradebook item in the Results tool.



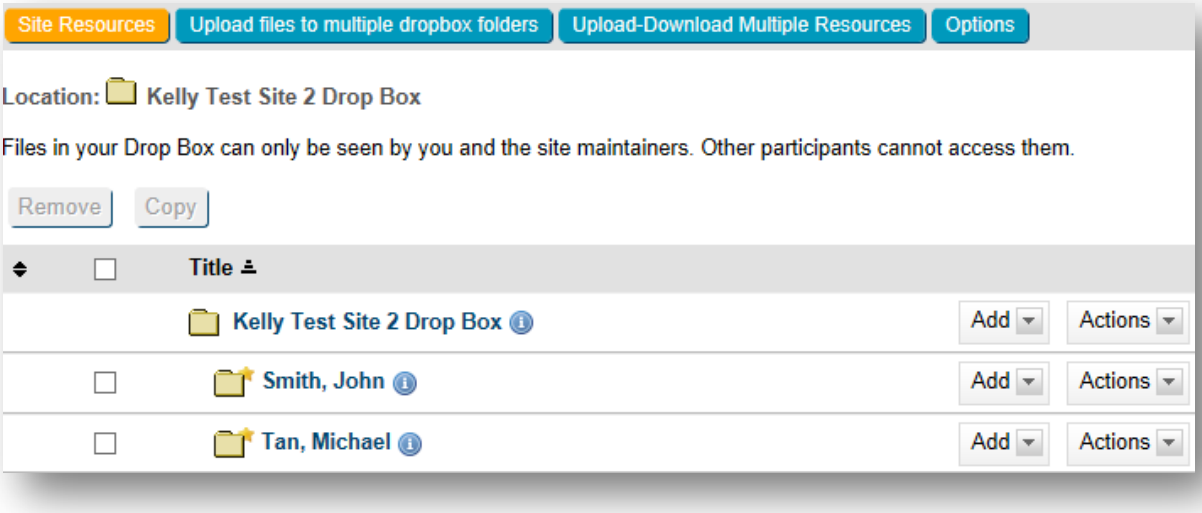

John's Post John Smith (Jul 18, 2014 9:22 PM)
This is my post for week 1.
Required items marked with *
* Gradebook Items:
Assessment Forum
(20 points possible)
* Grade (Points Only):
Comments:

- Click the **Submit Grade** button to finalise the results.
- All grades will appear in the **Results** tool.

Drop Box

- The Drop Box tool allows facilitators and students to share documents in a private folder for each student. A student's private folder is called his or her drop box.
- Studespace automatically creates a drop box for students when added to the course site.
- The Drop Box tool allows upload of many types of files and the upload of multiple files at one time, such as, text, images, html pages, web links, sound and video.
- Drop Box uses the Resources tool as its interface and basis for functionality.

- To access **Drop Box** click on the link on the left hand tool menu. You will automatically see the Drop Box folders for all students.



- Click on a student folder to view its contents.
- Click on the **Add** button to upload content.
- Browse for the document by selecting **upload files**, choose files, select files on your USB or desktop, click open and select **upload file now**. The uploaded documents are date and time stamped for version control.

Results and Results 2

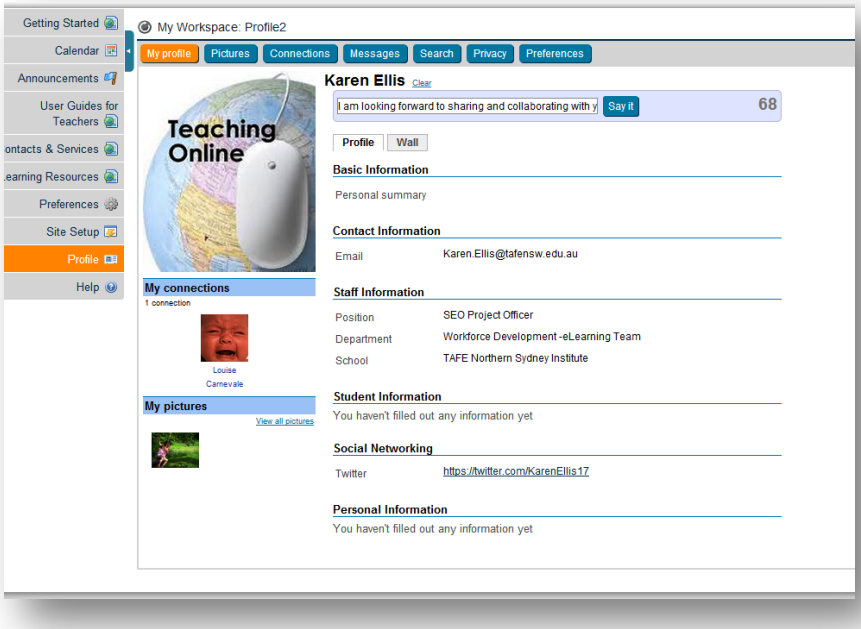
- The **Results** tool allows facilitators to calculate, store, and distribute grade information to students online.
- The **Results 2** tool allows facilitators to calculate, store, and distribute grade information to students online. In addition it provides a spreadsheet-style interface and a variety of useful features.
- ***Note that both Results tools are running in parallel to one another and either one can be used in a site, however it is recommended only one is chosen for each site.***

- For instructions on how to use the Results tool, click here to follow the steps outlined in a separate user guide.
- For instructions on how to use the Results 2 tool, click here to follow the steps outlined in a separate user guide.

6. How to create social and personalised learning in a site?

Profile Tool

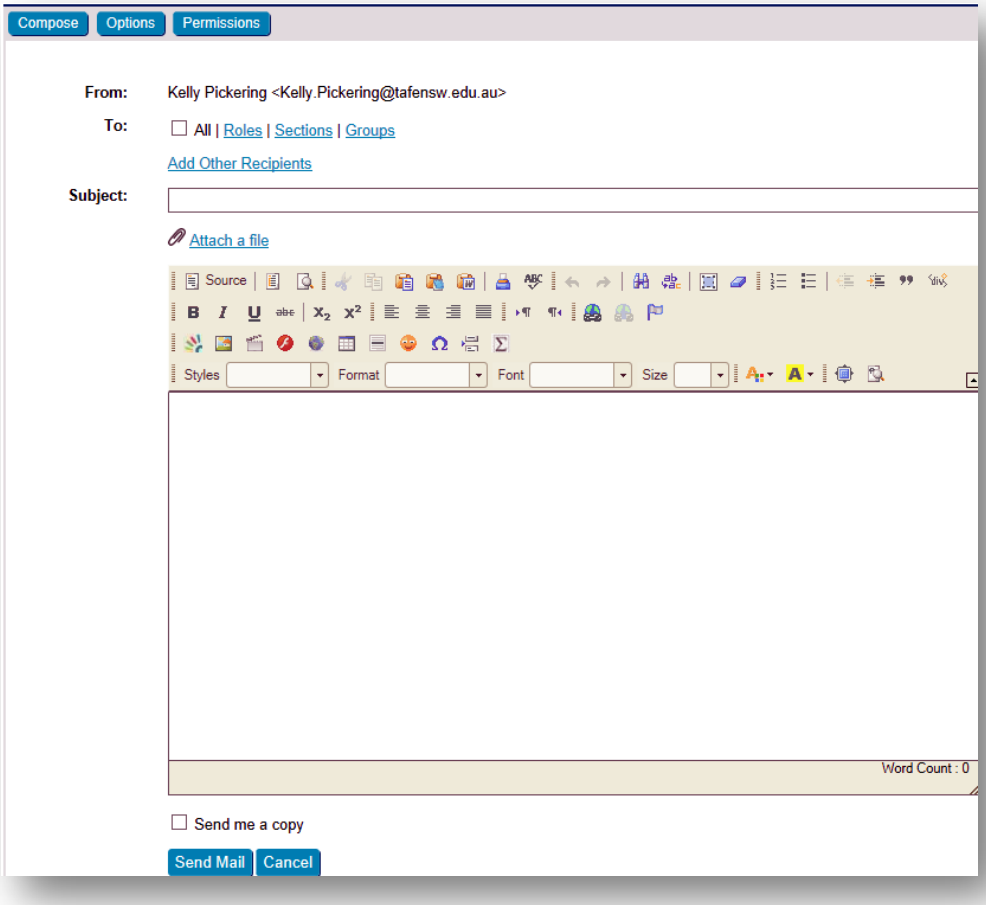
- The **Profile Tool** is a tool offers a social media presence in Studespace. It gives you a Facebook style interface for editing your profile.
- In addition users have a comprehensive set of Privacy controls to allow you to choose you can see what part(s) of your profile.
- With Profile you can post updates (integrated with Twitter), search for people with common interests, view their profiles, view their connections, add them as a connection, send private messages, upload and share pictures and much more.
- This tool is part of each users individual **My Workspace**.



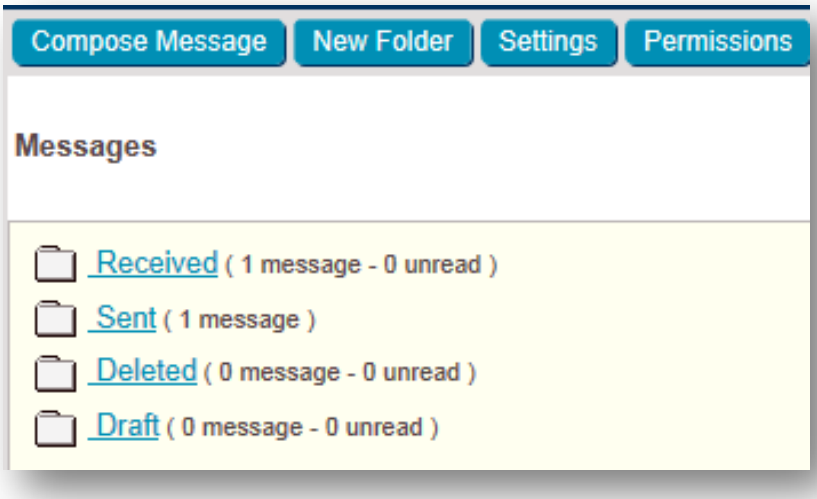
- Select the **My Profile** tab and **Pictures** to customise your personal information.
- Select the **Connections** tab to search profiles of users in Studespace to view their profiles and request connections with them.
- Set the **Privacy** controls so that you limit what parts of your profile is seen by whom.
- You may set preferences for email, twitter and profile image settings.

How to send messages

- Email messages can be sent easily to site members, roles and groups using two (2) different tools:
  - **Mailtool –** sends a message to site members student associated email accounts (Gmail, unless re-directed) and Facilitators Outlook email accounts.



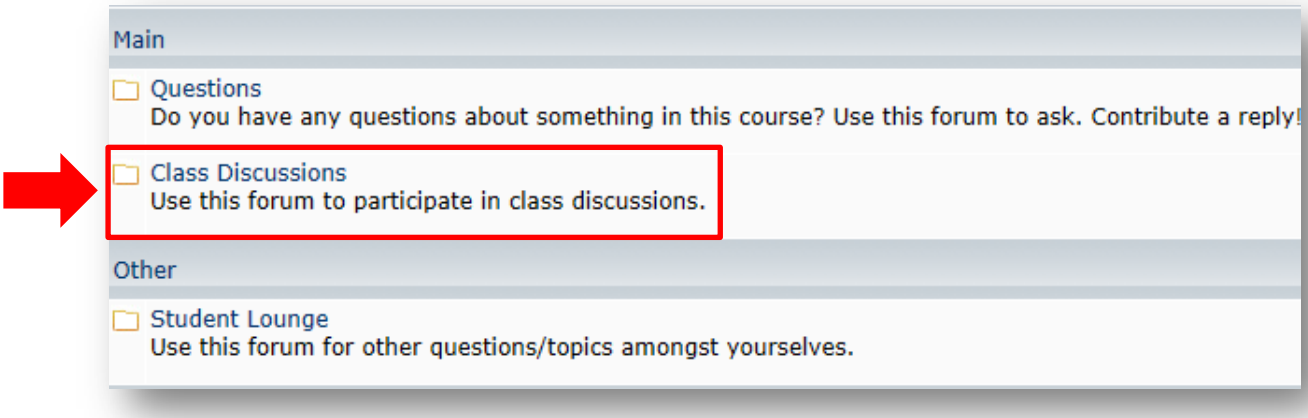
  - **Messages –** sends messages to a specific email inbox stored within the course site itself. Site members will need to check their messages from within the site with this form of communication. The owner of the inbox can select **Settings** and change all messages to forward to another email address resulting in messages sending to the site inbox and another email account. Messages can also be made group aware along with other features by selecting the **Permissions** button.


Compose Message
New Folder
Settings
Permissions
Messages
Received (1 message - 0 unread)
Sent (1 message)
Deleted (0 message - 0 unread)
Draft (0 message - 0 unread)

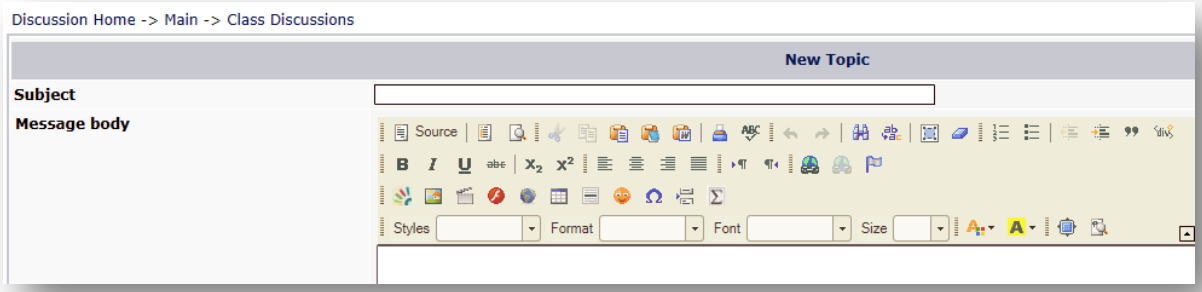
How to start an online discussion

- The **Discussion Board** tool allows you to communicate with other site participants through moderated online discussion forums. It also allows you to send private messages to individual site participants.

- Click the **Discussion Board** link in the left hand tool menu of the site. The Discussion Board home page will display.
- There are different types of discussions that can be used.
- In this example click **Class Discussions**.


Main
Questions
Do you have any questions about something in this course? Use this forum to ask. Contribute a reply!
Class Discussions
Use this forum to participate in class discussions.
Other
Student Lounge
Use this forum for other questions/topics amongst yourselves.

- At the Class Discussions screen, click **new topic**. The New Topic screen will display.

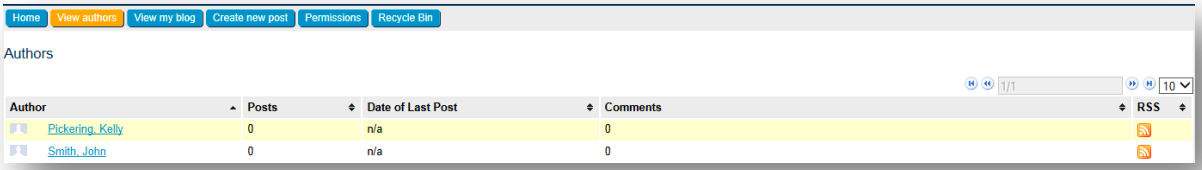


- Enter the **subject** of this discussion and a question or comment to start the discussion in the **message body**.
- Attachments and multimedia can be added to a discussion such as a file to support or initiate the discussion.
- Click **Post** to make the discussion live. Any member of this class can now respond.

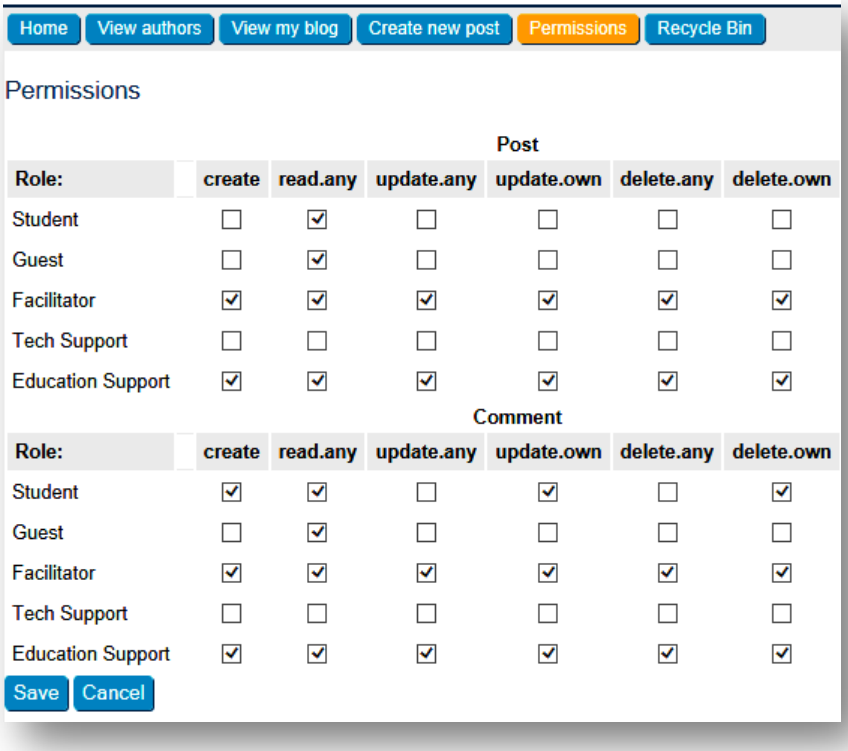
How to use the Clog tool

- The **Clog** tool allows site participants to create and maintain weblogs (blogs), or online journals, as well as to comment on the blog posts of others.

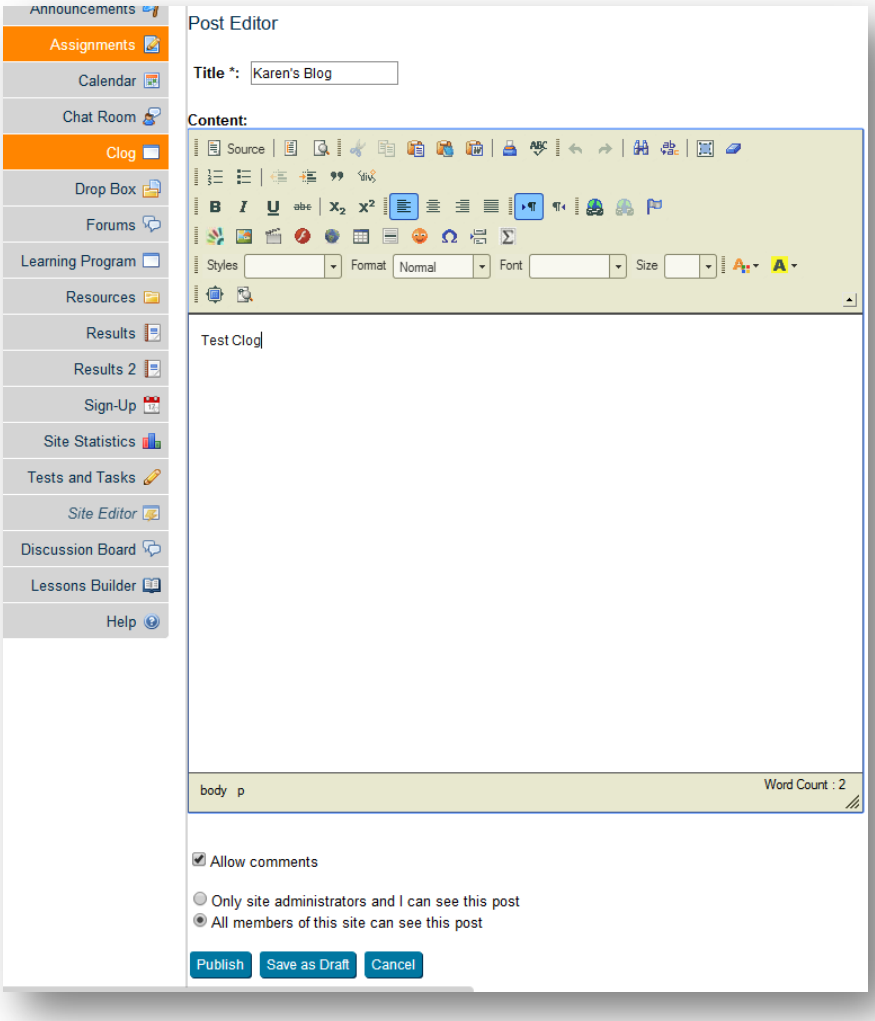
- To set-up a Clog or Weblog visit the **Authors** tab at the top of the screen. This will allow you to view the other authors of clogs, their profile details and you can subscribe to an RSS of their posts.



- Secondly go to the **Permissions** tab at the top of the screen to set-up the access and activity for the different roles in your course site.



- To begin posting click on **Create new post** in the top menu bar. The **"Post Editor"** page is displayed.
- In the Title field, enter a title for the post (the title must be at least 4 characters).
- In the rich text editor, enter your post.
- If you do not want site participants to comment on your post, uncheck the **Allow comments** box (by default, the box will be checked).
- If you want to publish the blog post so it is visible to all site participants, click **Publish**. If you want to save the post but keep it visible only to yourself, click **Save as Draft.**
- To edit a blog post, click on **Edit this Post** and proceed as steps 2 -5 above.

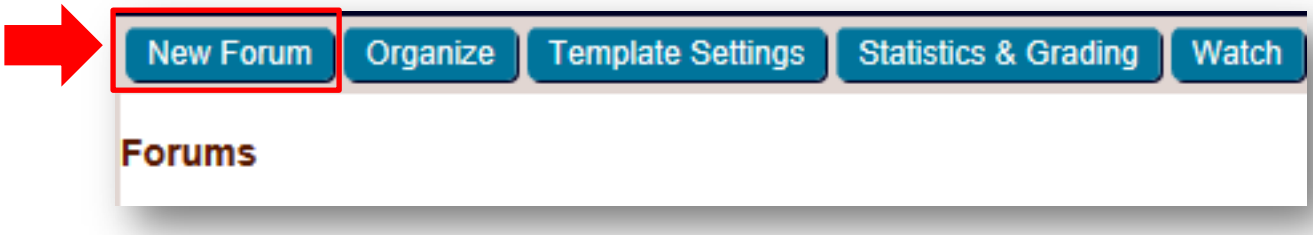


For more instructions about how to use the **Clog** tool click here to access a separate user guide.

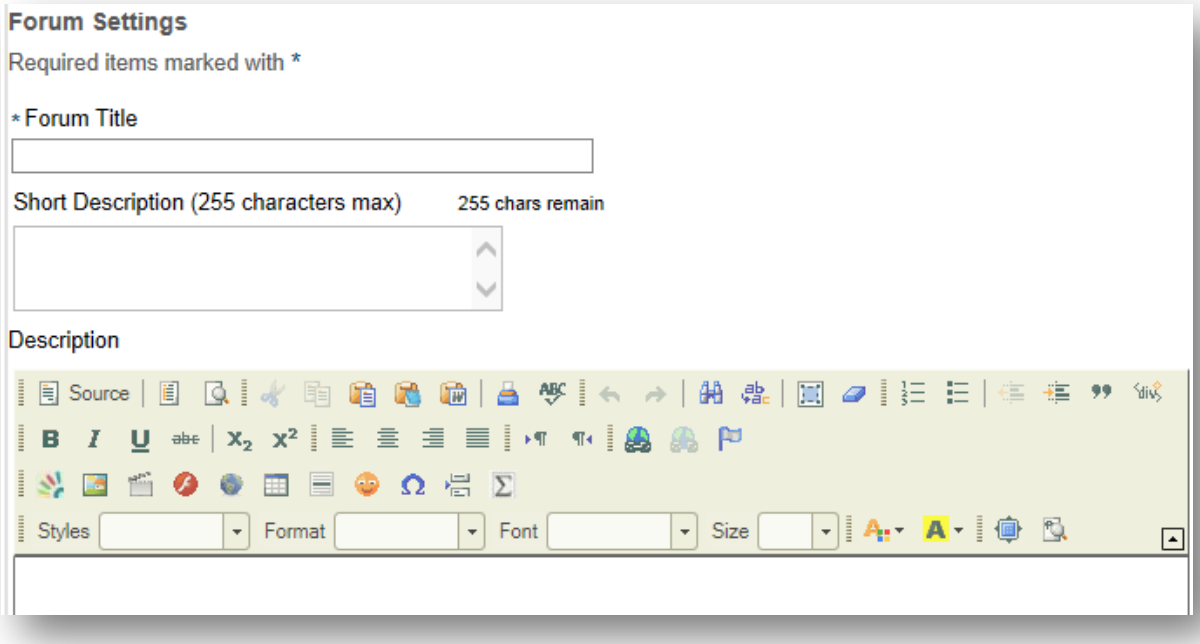
How to use the Forum tool

The Forums tool allows facilitators to create any number of online discussion forums for a course site.

Select the **Forums** tool in the left hand tool menu of a site.
Select **New Forum** to open a new forum.



- Give the forum a title, type instructions or describe the purpose of the forum and attach supporting documents.

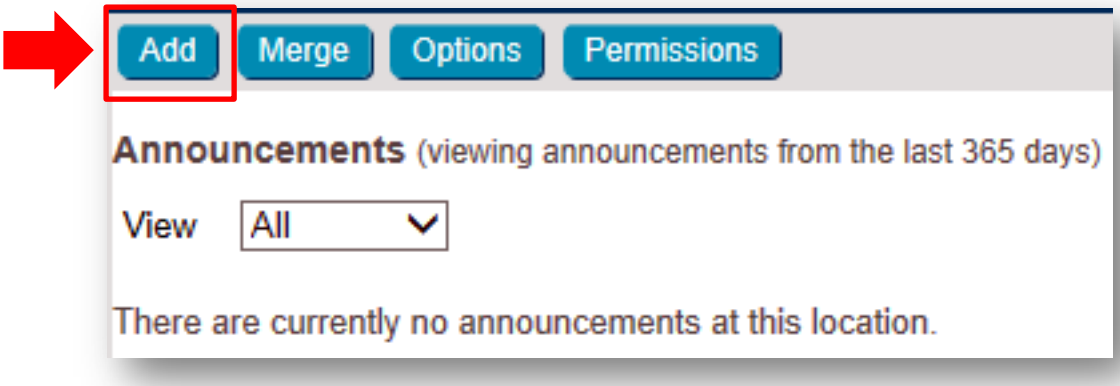


- Complete the required fields concerning permissions and forum settings.
- Save either as a **Draft** or **Add the Topic** to open the forum.
- When adding a Topic you will repeat the above steps when completing the required fields however the overarching forum settings will apply per you setting up the parent Forum. It will be the Topic that students will interact with and post discussion threads to.

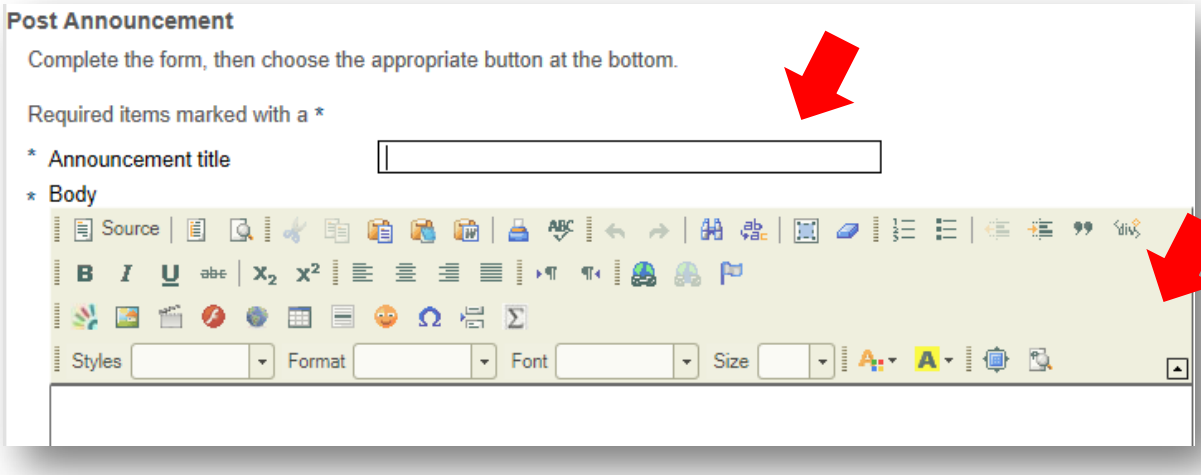
How to create an announcement

- The Announcements tool allows facilitators to advise site participants of current activities, events, and items of interest.
- For example, it may be used it to post notices about meeting times and locations and to advise participants of important changes in deadlines.
- Facilitators can also attach web page URLs, text documents, photos, and other items to announcements.
- In addition, facilitators can choose to send an announcement via email to all site participants or to a group of participants, and choose to make it publicly available.

- Select **Announcements** in the left hand tool menu.
- Then select **Add** to create a new announcement.



- Give the announcement a title and fill in the text using the HTML editor. This allows you to customize the announcement by using the various editing tools.



- Then complete the remaining information fields and click **Post Announcement** to make it available to site members.
- To merge the announcement/s of one site with other sites click on **Merge**.
- Then select the site/s you wish to merge announcements with and check the box.

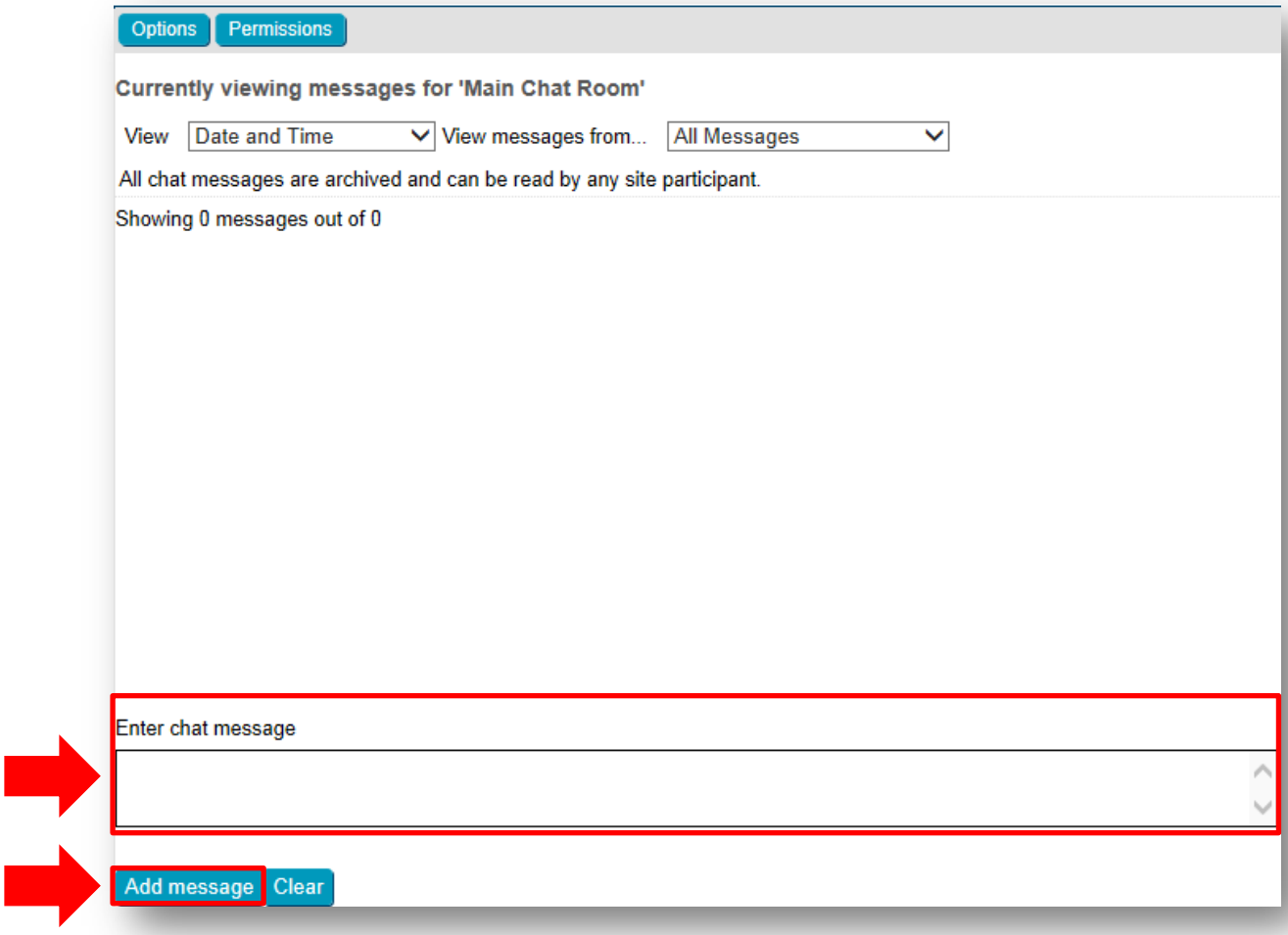
Show Announcements from Another Site
Select what announcements you want to merge into this site.
Site
Show Announcements
10702 Adv Dip Applied Env Mgt / 19921 Dip Conservation and Land Mgt (7a9cdbd1-8b6d-496d-9d22-22e93daa6e61)
10_S2_ME_Facilitate eLearning (20597a33-de4c-4b6a-009b-7250c6544be5)
10_S2_ME_Undertake eLearning (f02f006a-d248-4460-80d8-35f261bd2d3b)
10_S2_ME_eLearning Resources (7664a199-5e08-4156-80dd-65157c4906c3)
11_S1_ME_Course Survival Kit (80c932b0-6fd2-4407-b973-b792b9665996)
11_S2_ME_Course Survival Kit (21e01784-6a21-4757-bcc0-3f9afdbed988)
12_S2_ME_Course Survival Kit (52a01e33-e629-45b9-822e-b7799fe8ed4f)
13_HO_Academic Foundation Skills (49ea051e-c0f3-47db-97b0-dbc135ca4f17)
13_S1_ME_SOA eLearning Survival Kit (69b265c4-43ef-43a0-bb9d-c2571fd888d6)

How to use the Chat tool

- The Chat Room tool provides synchronous communication and the exchange of text messages in real time with other site participants who are currently online.

- These online conversations offer a forum for getting to know other site participants, holding office hours online (assuming you do not need privacy for a meeting), providing tutoring, answering simple questions, and helping with homework.
- A chat room may also provide a vehicle to allow members of a study group to exchange information, and hold other real-time, unstructured conversations with users who are signed on at the same time.

- Select **Chat** in the left hand tool menu to enter the **Main Chat** room by default for every site.

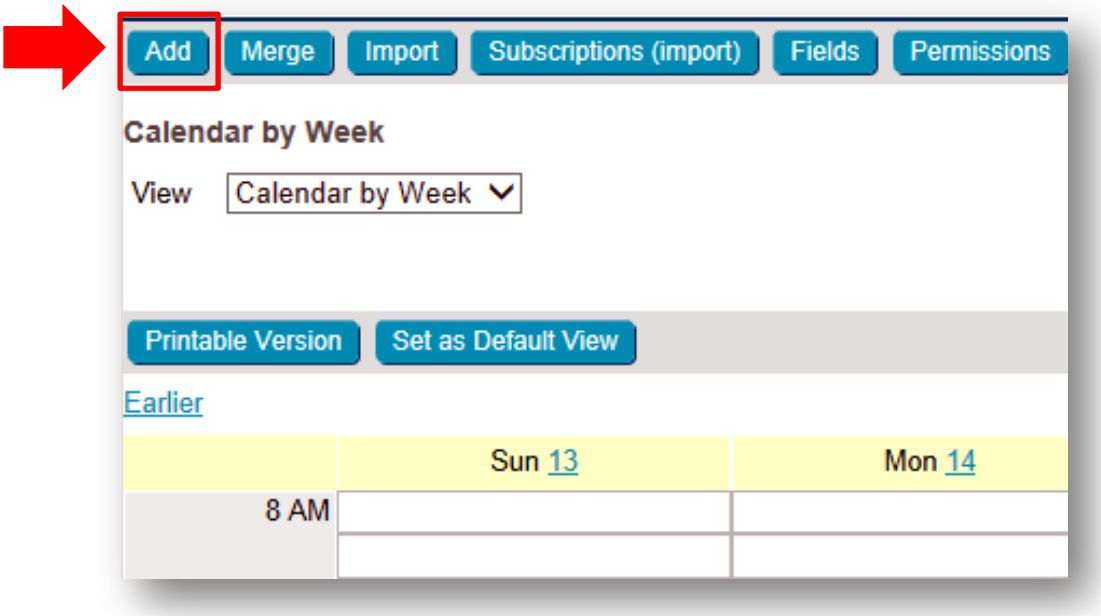


- Enter a chat message or comment in the **Enter Chat message** text field and click on the **Add message** button to post to the room.
- To create another room or more select the **Options** button and Add Room button. Each room also has a **Permissions** button which can be customised to format the chat.

How to add a Calendar item

- The Calendar tool allows facilitators to post information about a site's activities in calendar format.
- Assignments and other tools can be linked to the Calendar.

- Select **Calendar** in the left hand tool menu.
- Click **Add** button to add an item.



- Enter information into the fields as required.
- Mandatory fields are:

Item	*Description*
Title	Required. Name of the event
Date	Required. Make a selection in the month, day and year list, or select a date in the calendar by clicking the calendar icon.
Start Time	Required. Enter the time the event begins.

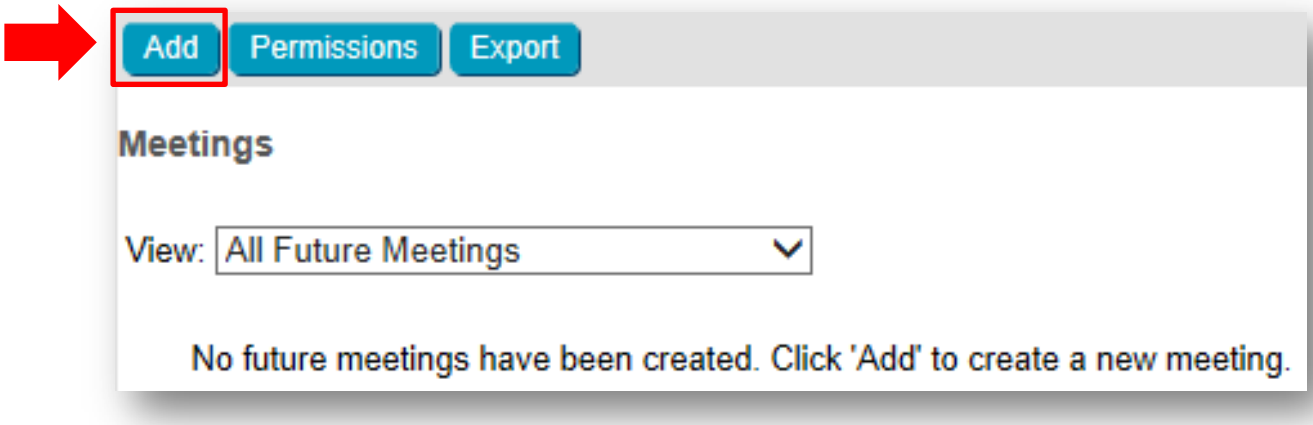
Set Frequency:

- Click **Frequency**, select options as needed to specify the frequency and when the scheduling is to end, and click **Save Frequency**.
  - Event Frequency: Once, daily, weekly, monthly, or yearly
  - Every: Interval of the selected frequency between recurrences
  - Ends: If and when the recurring event should no longer be scheduled.
- Make selections from the drop-down lists.
- To add an attachment, click the **Add Attachments** button.
- Click **Save Event.**
- There are additional features in the Calendar tool including:
  - **Merge –** with other calendars from other sites.
  - **Import -** with other calendars such as Microsoft Outlook
  - **Subscriptions (import) –** with other external calendars (iCal format)
  - **Fields –** ability to add or edit calendar fields for items

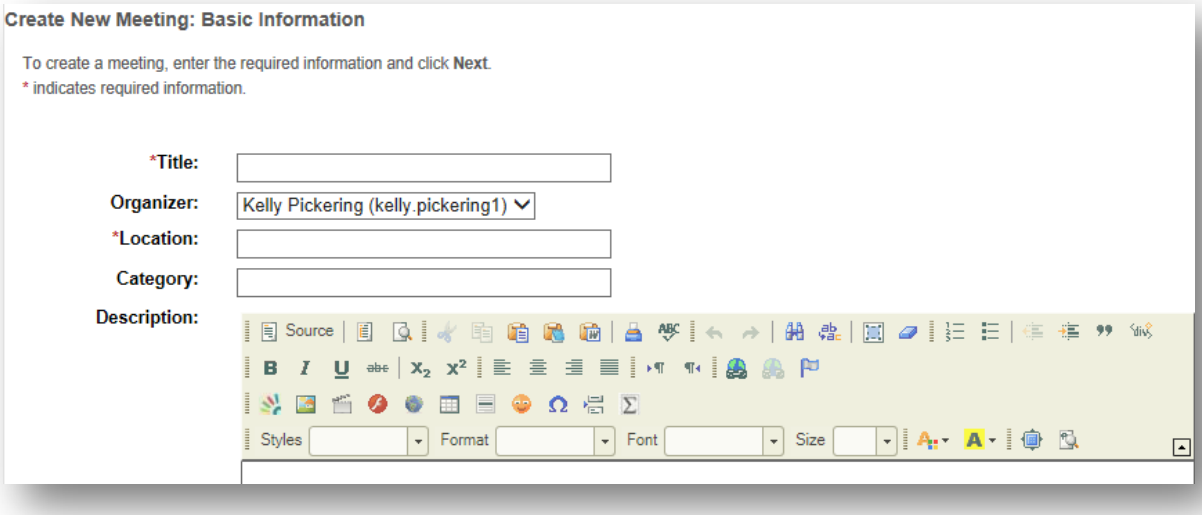
How to use the Sign-Up tool

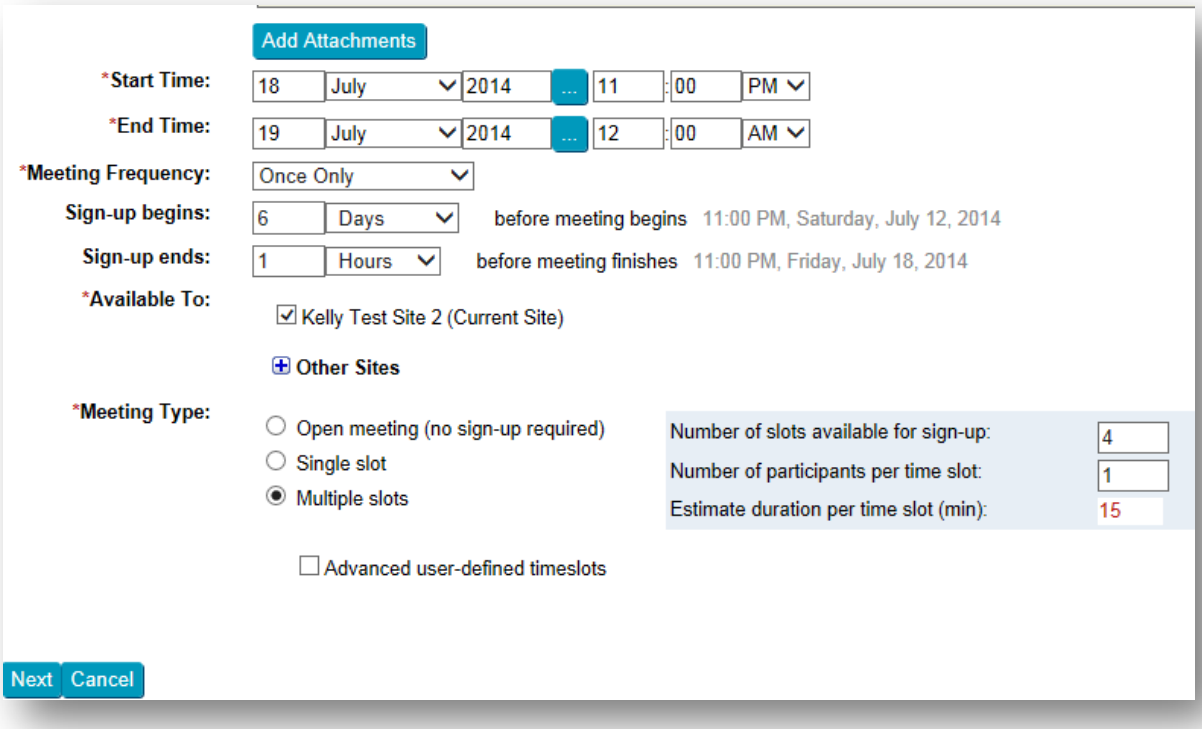
The **Sign-up** tool lets facilitators schedule, and other site participant's sign up for, a variety of events.

Select **Sign-up** in the left hand tool menu.
Click the Add button to create an event.

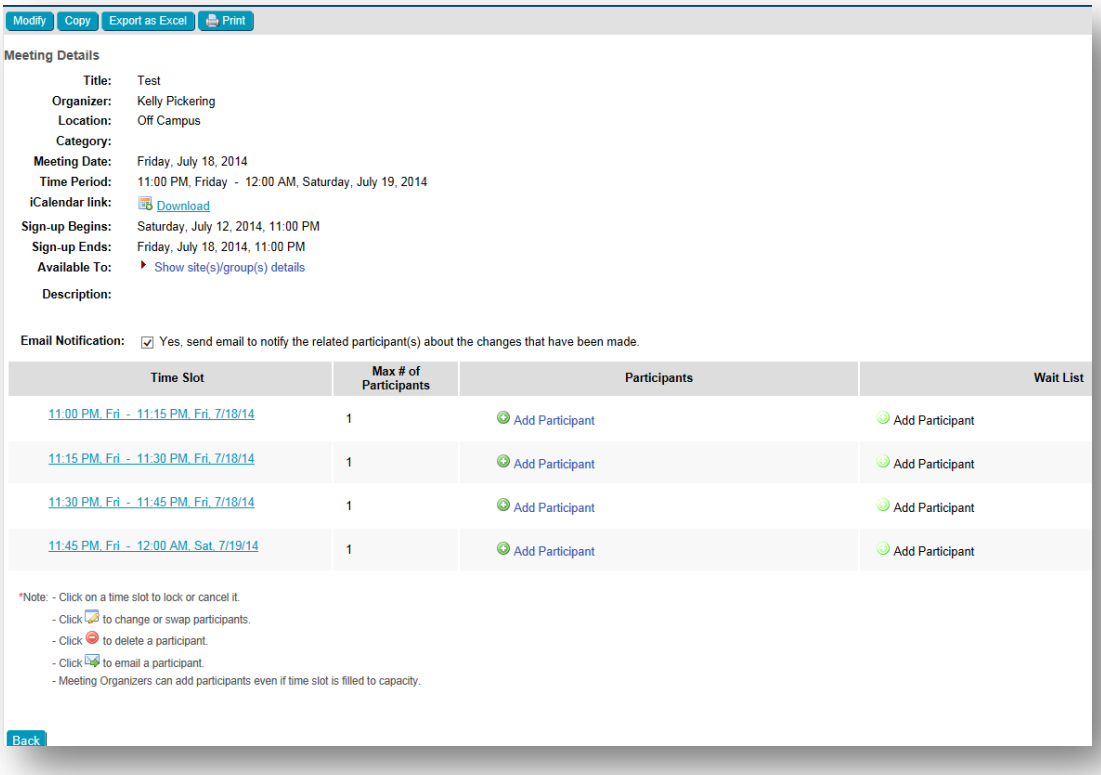


Enter all details about the new meeting event.




Add Attachments
*Start Time:
18 July 2014 11 : 00 PM
*End Time:
19 July 2014 12 : 00 AM
*Meeting Frequency:
Once Only
Sign-up begins:
6 Days before meeting begins 11:00 PM, Saturday, July 12, 2014
Sign-up ends:
1 Hours before meeting finishes 11:00 PM, Friday, July 18, 2014
*Available To:
Kelly Test Site 2 (Current Site)
Other Sites
*Meeting Type:
Open meeting (no sign-up required)
Single slot
Multiple slots
Number of slots available for sign-up: 4
Number of participants per time slot: 1
Estimate duration per time slot (min): 15
Advanced user-defined timeslots
Next
Cancel

- Click the **Next** button for a summary of the event (Note there are some fields of information that can be changed at this screen such as custom defined time slots, meeting coordinators and default settings).
- Click **Assign Participants and Publish** to assign students to the event time slots manually and then publish for view or **Publish** to make the event available for student sign-up.
- When viewing the list of events you can click on a meeting event to view its details and sign-up status.

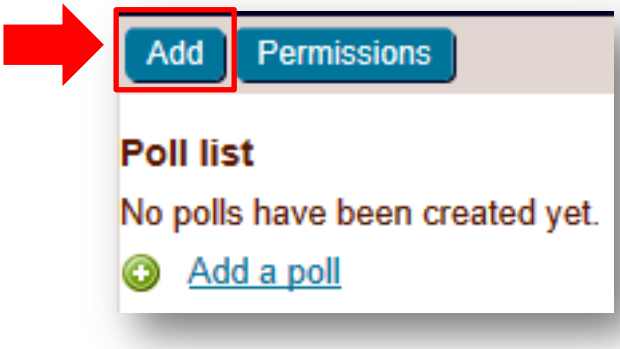

Modify
Copy
Export as Excel
Print
Meeting Details
Title: Test
Organizer: Kelly Pickering
Location: Off Campus
Category:
Meeting Date: Friday, July 18, 2014
Time Period: 11:00 PM, Friday - 12:00 AM, Saturday, July 19, 2014
iCalendar link: Download
Sign-up Begins: Saturday, July 12, 2014, 11:00 PM
Sign-up Ends: Friday, July 18, 2014, 11:00 PM
Available To: Show site(s)/group(s) details
Description:
Email Notification: Yes, send email to notify the related participant(s) about the changes that have been made.
Time Slot
Max # of Participants
Participants
Wait List
11:00 PM, Fri - 11:15 PM, Fri, 7/18/14
11:15 PM, Fri - 11:30 PM, Fri, 7/18/14
11:30 PM, Fri - 11:45 PM, Fri, 7/18/14
11:45 PM, Fri - 12:00 AM, Sat, 7/19/14
Add Participant
*Note: - Click on a time slot to lock or cancel it.
- Click to change or swap participants.
- Click to delete a participant.
- Click to email a participant.
- Meeting Organizers can add participants even if time slot is filled to capacity.
Back

- An iCal link can be downloaded, participants can be added to event time slots, participants can be moved around and facilitators can email participants regarding the sign-up.

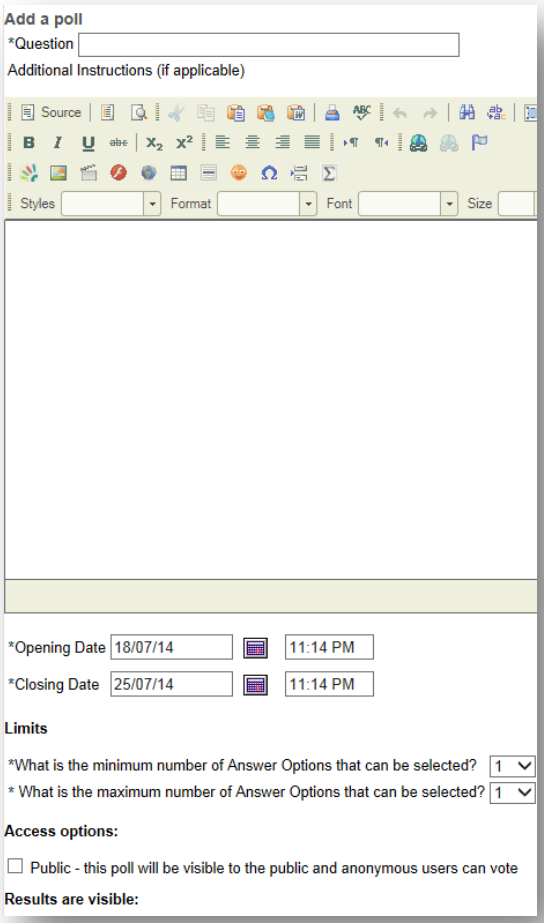
How to run a poll

- The **Polls** tool allows you to conduct anonymous voting.

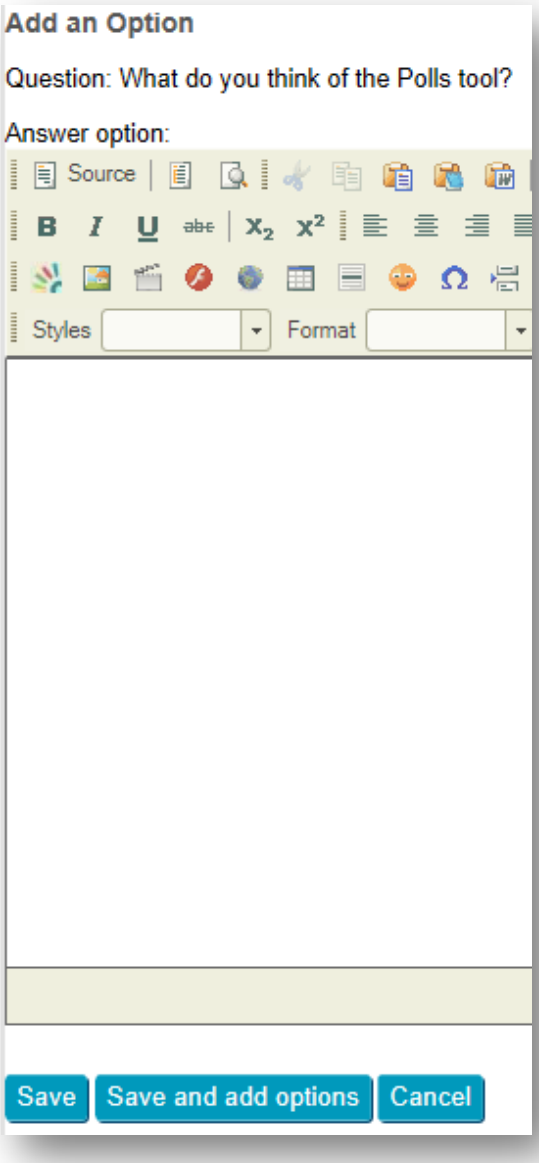
- Select **Polls** in the left hand tool menu.
- Click the **Add** button or link to create a new poll.



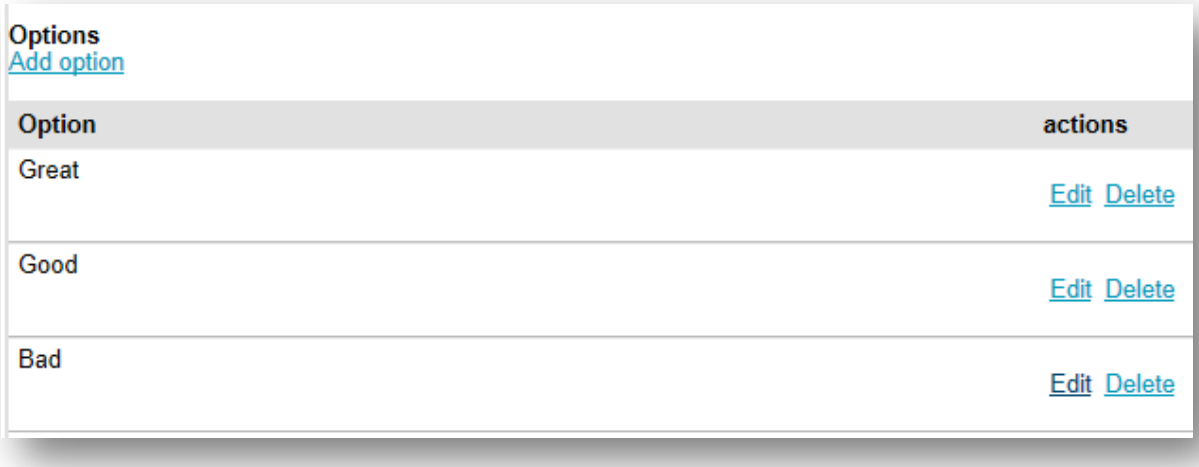
- Complete all the fields of information for the poll such as the question, instructions, opening and closing dates, limits, access and results visibility.


Add a poll
*Question
Additional Instructions (if applicable)
Source
Styles
Format
Font
Size
*Opening Date 18/07/14 11:14 PM
*Closing Date 25/07/14 11:14 PM
Limits
*What is the minimum number of Answer Options that can be selected? 1
* What is the maximum number of Answer Options that can be selected? 1
Access options:
Public - this poll will be visible to the public and anonymous users can vote
Results are visible:

Click the **Save and Add Options** button to save answer options for the poll.



Enter the options for answers to the question. Click the **Save** button when finished.

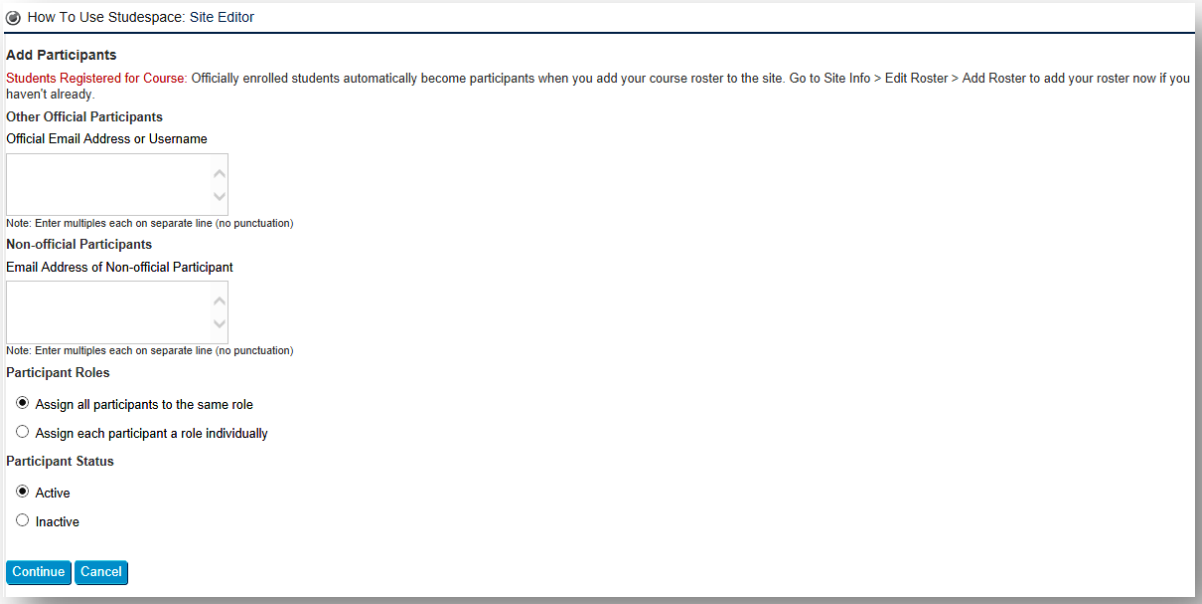


You can edit or delete options. Click the **Save** button to publish the poll.

7. Site administration

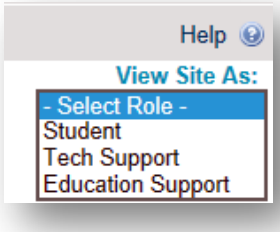
How to add students to your site

- Students can be added manually to a course site by the Facilitator.
- Course sites can also be made joinable meaning any Studespace user can search and join the site as a role specified by the site.
- In most cases Teachers will manually add students to their course sites.


How To Use Studespace: Site Editor
Add Participants
Students Registered for Course: Officially enrolled students automatically become participants when you add your course roster to the site. Go to Site Info > Edit Roster > Add Roster to add your roster now if you haven't already.
Other Official Participants
Official Email Address or Username
Note: Enter multiples each on separate line (no punctuation)
Non-official Participants
Email Address of Non-official Participant
Note: Enter multiples each on separate line (no punctuation)
Participant Roles
Assign all participants to the same role
Assign each participant a role individually
Participant Status
Active
Inactive
Continue
Cancel

- For instructions on how to add students manually to a course site click here to follow the steps outlined in a separate user guide.

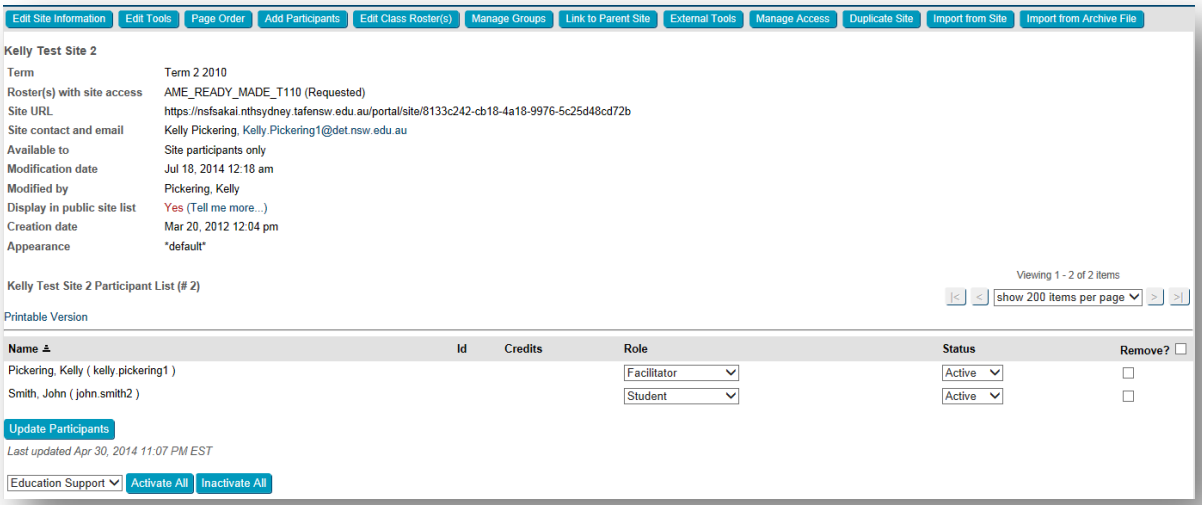
- ***Note as a site creator you can view your course site from different perspectives. Such as a student. This can be useful for the instructional design of the site.***



Site Editor

- The **Site Editor** tool provides information about the site you are currently in.
- It allows changes to the content, access, organization, and structure of the site.
- It also allows duplication of the site and to import content from other sites you own.

- For instructions on how to use the **Site Editor** tool in a course site click here to learn more in a separate user guide.



Page Order Tool

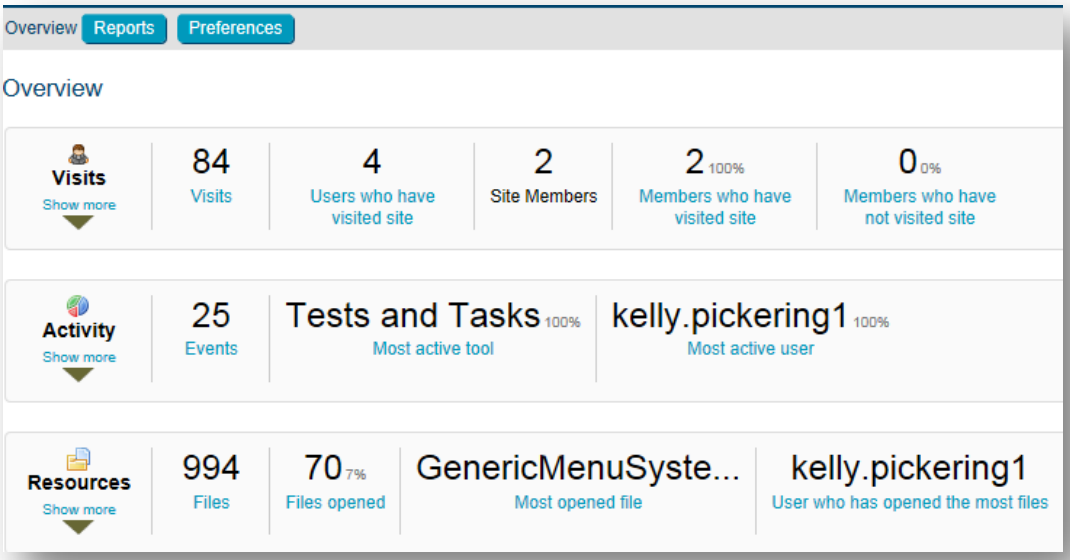
- The Page Order tool allows facilitators to re-order and re-name the tools in the left hand menu of a site.

- For instructions on how to use the **Page Order** tool in a course site click here to learn more in a separate user guide.

Site Statistics

- The **Site Statistics** tool allows you to display user statistics for your site, organized in both tables and graphs. You may view:
  - Number of visits to your site, as well as which users visited.
  - Activities performed by users on your site, and which tools they used to perform them.
  - Resource items that users created/accessed on your site.
- Site Statistics will only capture and report on data from the time of being added to the site.

- The **Site Statistics** tool should be by default part of your site. If not please ensure it is added via the **Site Editor** tool – **Edit Tools** function.
- For instructions on how to use the **Site Statistics** tool in a course site click here to learn more in a separate user guide.

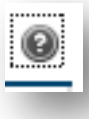


8. How to get help as you go?

The Help tool

- The Help Tool provides an index of information regarding all tools in Studespace and can be used to support use of Studespace tools.
- There are two (2) ways you can access the Help Tool in Studespace.
- The Help Tool will open in a new window.

- To access the **Help Tool** click on link in the left hand menu. It is the last link in the list of tools.
- Alternatively to access the Help Tool click on the **question mark icon** in the top right of the page you are on.
- To search for the information you need, use the pane in the top left.
- Enter a term to search on and click **Search.** A list will be displayed of search results in the same pane. Scroll down through the list as needed.
- Click the link for the topic you want.
- Or, to choose from a list of major topics, use the pane in the bottom left.
- Scroll through the list and click the topic you want to explore.
- If a list of subtopics is displayed, scroll through that list to zero in on the subtopic you want.
- Click the link for the information you want.

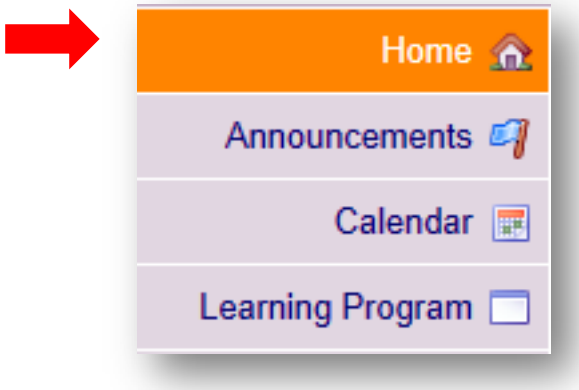


9. Appendices

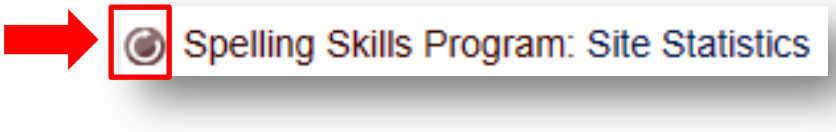
Navigate quickly

- To return to the My Workspace from another site, click the **My Workspace** tab near the top of the screen.

- To return to the Homepage of a site, click on the **Home** link in the left hand tool list.



- To refresh the tool you are currently in, click on the **refresh icon** on the left of the tool name.



Site Membership

- Student
- Tech Support (similar to facilitator)
- Guest (limited VIEW ONLY of site content)
- Education Support (e.g. Student Administration, not teachers)
- Facilitator (teachers)

10. Useful information and documentation

Please visit the locations below for further information which expands on the contents covered in this document:

- *Studespace My Workspace for Teachers*
- *The How to Use Studespace site*
- *The NSI Studespace Collaboration Space*
- *The eLearning Capability SharePoint site*
- *The NSI Good Practice Guidelines and Checklists for eLearning*

Copyright References

Adapted for the Northern Sydney Institute Part of TAFE NSW by People Capability and Development 2014. Contents of this document have specifically referenced the Asahinet International Sakai Help files included as part of the NSI Sakai LMS implementation.